



YEARLY STATUS REPORT - 2020-2021

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
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06572333351
• Mobile No:	7761045412
• Registered e-mail	xitecollege@gmail.com
• Alternate e-mail	principal@xite.ac.in
• Address	Xavier's Institute of Tribal Education, Behind Tata Complex Colony, Gamharia, Jamshedpur
• City/Town	GAMHARIA
• State/UT	Jharkhand
• Pin Code	832108
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Self-financing

• Name of the Affiliating University	KOLHAN UNIVERSITY				
• Name of the IQAC Coordinator	Dr. PARTHA PRITYA DAS				
• Phone No.	06572333351				
• Alternate phone No.					
• Mobile	9431340437				
• IQAC e-mail address	iqac@xite.ac.in				
• Alternate e-mail address	partha@xite.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://xite.ac.in/iqac/agar/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://xite.ac.in/academic-calendar/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.03	2019	09/09/2019	08/09/2024
6.Date of Establishment of IQAC			15/12/2015		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Robust Mentor-Mentee System through-out the year		
Participate in National Institute Ranking Framework (NIRF), 2021		
Professional Preparation of Teachers in Higher Education.		
Constant encouragement and inspiration by the IQAC to promote research aptitude and research ethics among faculty members & students through-out the year		
Orientation of faculty members/administrative staff regarding Revised Accreditation Framework of NAAC Conducted by IQAC Coordinator and Criteria Heads		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Starting new course BA English	2021-22
Academic Calendar was distributed and workload with the subject specialisation divided in the beginning of the year	Materialised
Professional Preparation of Teachers in Higher Education.	Orientation programme on the Professional Preparation of Teachers in Higher Education was conducted by the Principal
To participate in National Institute Ranking Framework (NIRF), 2021	Participated in NIRF, 2021
To participate in Swachhta Action Plan (MGNCRE) 2019-2020	Participated in Swachhta Action Plan (MGNCRE) 2019-20 & Certificate received.
Students Satisfaction Survey on Teaching -Learning & Evaluation process 2019-2020	Students participated in the SSS on Teaching-Learning & Evaluation process of the institution. The survey gives an overall impression of the performance of the college and helped to identify the strength & weaknesses of the college.
To organize Programmes for Fresher's	Orientation Programme was organized for the students to make them aware of different curricular & co-curricular activities of the college.
13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	11/02/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1 3

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

File Description	Documents
Data Template	View File

2. Student

2.1 216

Number of students during the year

File Description	Documents
Data Template	View File

2.2

0

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

File Description	Documents
Data Template	No File Uploaded

2.3

64

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

12

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

12

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	3
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	216
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	0
File Description	Documents
Data Template	No File Uploaded
2.3 Number of outgoing/ final year students during the year	64
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	12
File Description	Documents
Data Template	View File

3.2	12
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1	18
Total number of Classrooms and Seminar halls	
4.2	23.67
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	55
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

XITE College has a three-fold mechanism (institutional, departmental and individual) for the curriculum delivery and maintaining documents.

At the institution level: the College prepares academic calendar and makes it available on the website and on the College notice board. 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 lectures and conducts internal assessments for each course.

At the department level: courses are assigned to each Faculty and confirm commencement of regular classes and lecture modules. The Department heads conduct departmental meetings on a regular basis and take stock of the teaching-learning process and various departmental activities.

At the individual level: every faculty prepares individual lecture schedules and assures completion of the syllabus on time with the expected outcomes. The slow learners are paired with fast learners and are encouraged team learning. Every teacher enjoys effective use of ICT, interactive methods, group discussions, case studies, etc. as part of the teaching-learning methods. Further, the curriculum and its implementation, course outcomes, students' performance, etc. are reviewed and reports are maintained.

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

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

The institution prepares academic calendar in advance under the supervision of the principal and in consultation of Heads of Departments and faculty for each semester for all the courses, Bachelor of Business Administration, Bachelor of Commerce (H) and Bachelor of Economics (H). The Calendar has all the aspects such as internal exams, national, state, and institutional holidays, seminars, celebrations, Saturday activities, etc.

The principal in consultation with the Heads of Departments assigns different courses to each faculty while taking into consideration their expertise. The subject allocation and all related matters are discussed and finalised in the faculty meeting. This helps to bring matters regarding improvement, facilitation, transparency, participation, orientation, etc.

The academic year (2020-21) was hugely affected by COVID-19 pandemic. Due to lockdown, classroom teaching came to naught, health and infection prevention was a high priority. The College went for online teaching and assessment through MS TEAMS, ZOOM and other software along with Work from Home. The Continuous Internal Evaluation (CIE) consists of assignments, unit tests, presentations, case studies, internal exams, etc. The College adheres to the Calendar for conducting various activities.

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

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

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

3

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

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

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

requirement for year: (As per Data Template)

1

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

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

31

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

31

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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

XITE envisions empowering its students with both academic and human qualities. The College has a mission of enabling and strengthening the mental, moral, ethical, social, and spiritual aspects of its students. The College strives for quality and excellence in education and integral development of the person. To make this effective, certain co-curricular and extracurricular programs are integrated into the course structure. Under this, the students of the B.Com. (H) and B.A. Economics(H) is given a certificate course in Business Ethics.

The College has a policy of providing equal opportunities to both male and female students. It has a Grievance Redressal Cell to provide counseling to students, promote gender equity and deal

with issues related to the safety and security of female students, staff, and faculty. The College is secured with CCTV and there are separate washrooms, hostels for boys and girls in the campus.

To integrate human values in the students, the College carries out various sensitization programs like visits to orphanage, old age homes, remote villages etc, where the students interact with the less privileged and try to aid. The College also instructs its students on environmental awareness as well as environmental and sustainability policies.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

2

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

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

68

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

D. Any 1 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://xite.ac.in/satisfaction-survey/students-satisfaction-survey/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

180	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

55	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The Institution assesses the learning levels of the students from the very beginning of the academic session. The College undertakes a wide range of assessment methods which include Assignments, Seminars, Group Discussions, Class Tests, Projects, Internal Exams, Regular Attendance, etc. to distinguish slow learners Vs advanced learners.

The mentors keep track on the students' performance at regular intervals. In addition, mentor-mentee, teacher-student interactions, and Proctorial meetings help in identifying slow learners Vs advanced learners. It was found some are good in verbal and written communication while some are good in written but weak in oral communication. There are also students who do not focus on studies but on other activities such as sports, dance, music, etc. The mentor identifies also other skill-sets and encourages them to hone them to build self-confidence and performance.

These aspects are discussed in the intra-faculty meeting and mentors take adequate steps to address the issues. The students

who are long absentees, whose academic performance is poor, and are having psycho-social problems are given necessary support. The Institute ensures that even the slow learners improve performance, clear all the academic requirements, and complete the degree on time.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
228	11

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College focuses on the student-centric methods of enhancing lifelong learning skills of students.

1. **Experiential Learning:** To support students in their experiential learning, the College encourages experiential learning through case studies, projects, presentations, Computer Lab Sessions, Summer Internship, Business model development, Industrial Visits, etc. to enhance the experiential learning and cognitive development of the students.

2. **Participatory Learning:** Students are encouraged to do group studies and participate in various activities where they can showcase their skills and talents and learn from their friends. They are given opportunities for participative learning in and through Saturday activities, Cultural programmes, quizzes, Seminars, etc. The objective is to give them exposure to learn by doing and imbibe the importance team work.

3. **Problem-solving methods:** Departments encourage students to

acquire and develop problem-solving skills through various co-curricular and extracurricular activities. Towards this, the College organizes expert lectures on various topics, motivate students to present papers and participate in various inter and intra-college competitions such as:

- In-house summer training with project development
- Regular Assignments based on social problems
- Development of Mini Projects
- Regular Quizzes
- Case studies
- Class presentations
- Debates
- Participation in intercollegiate events

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The College follows ICT enabled teaching-learning method in addition to the traditional classroom education. All the classrooms are equipped with ICT facilities. The Institute premises are also Wi-Fi enabled.

During the Covid-19 pandemic efforts were taken by the College in conducting regular online classes and provided e-learning atmosphere.

In addition to traditional methods of teaching, the faculty members are using the IT enabled lecturing tools such as PPT, Video clippings, online sources to expose the students for advanced knowledge and practical learning.

Most of the faculty use interactive methods while teaching. Emphasis is given to classroom interaction in terms of asking questions, interpreting understanding of the content from cultural perspectives, project presentations with the help of PPT, skits, etc.

The computer lab with internet connection has been provided to

promote independent learning and development of soft skills.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

7

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

2.4 - Teacher Profile and Quality

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

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

5

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

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

The internal assessment of the College is transparent and is done using multiple methods. It is transparent because the methods and modes of assessments are communicated to each student in the beginning of the Semester by each faculty. The methods are robust for there are multiple ways of assessing the students' performance, such as assignments, unit test, presentations, case studies, internal exams, etc.

This year (2020-21) the College conducted internal exams through online. The students were given the necessary guidelines for conducting a fair and transparent online exam. Individual and group sessions were conducted for addressing students' anxiety and for building confidence. To make the online exam more robust, faculty used Google form. During online exams, students were allocated fixed time for a different sets of questions and the students could not view the next question until they answered the

previous one. The evaluated answer sheets with feedback are shown to the students. The students' doubts, clarifications, etc. are addressed by the subject faculty to bring transparency. The faculty while keeping in mind various aspects conducts various modes of assessment with sufficient intervals.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The grievances related to internal evaluation are addressed in a free and fair manner. At the beginning of the semester, faculty members inform the students about the various components in the assessment process. The internal assessment test schedules are prepared and communicated to students well in advance. The grievance related to internal evaluation is settled in a three-tier mechanism.

Level-1 is by the subject faculty. The College upholds high ethical and moral values and practices and assures the faculty remains committed to it. Any grievance related to CIE is first brought to the notice of the faculty by the aggrieved student(s). The faculty addresses the student's grievance within one - three working days.

Level -2 is by the examination department. A student who is not satisfied with the faculty level solution raises the matter with the head of the examination of the College. The grievance is to be settled within one - seven working days from the date it has been placed.

Level -3 is by the head of the institution, the Principal. The principal listens to the student's grievance and interacts with the controller of examination and if needed the faculty and conveys the decision as final.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

In strict compliance with the objectives of Outcome Based Education (OBE), the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the College for all programmes.

The College has listed Programme Outcomes (POs) while keeping in mind the vision and mission of the Institution. The POs are broad statements that describe the professional accomplishments which the programme aims at, and the expected outcomes from the students by the end of their life in the College. The POs include areas of knowledge, skills and personality traits that are to be acquired by the students during their graduation.

Programme Specific Outcomes (PSOs) are specific skill sets, knowledge, and accomplishments to be fulfilled by the students by the end of the academic session. The Programme coordinators prepare the PSOs in consultation with the subject experts of the courses. The same is approved by the members of the departments and are endorsed by the head of the Institution.

Course outcomes (COs) are statements that describe the minimum knowledge and competency that the students must acquire at the end of the course. These objectives are prepared by the faculty who teaches the course and are approved by the Programme Coordinator. The faculty communicates these to the students at the beginning of the course.

The expected outcomes of the programme and courses are communicated with faculty and students. The mediums of communication are the following:

On the College Website: various objectives of POs, PSOs and Cos are presented on the College website which helps all those who visit the website and desire to know them.

On the College Notice Boards: the expected objectives of POs, PSOs and Cos are displayed on the College noticeboard which helps all the students, faculty, and visitors to know them.

On the classroom notice board: the expected objectives of PSOs and Cos are displayed on the Class noticeboard which helps all the

students, and faculty to know them.

At the beginning of each course: the COs of each course are communicated to the students by the faculty at the beginning of the course.

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

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

Each course has a defined set of course outcomes and corresponding evaluation criteria which are mapped to the programme outcomes. The evaluation is done in two stages: 1) the performance of the students in the College and 2) in the University examinations.

Attainment of Course Outcomes

The course outcomes are evaluated through direct and indirect methods. The direct method of assessment is done by the faculty immediately after completing the course. The indirect assessment is based on internal and external performance of the students. The methods of assessment comprise of written examinations, quiz, assignment, case study, project, etc. The attainment of each CO is computed by setting the class average mark as the target.

Attainment of Program Outcomes

The Programme Outcomes are identified based on the overall performance of the students at the end of the degree programme. The performance of the students in the examinations is one of the indicators of the programme outcomes. The other indicators include students' personality development, various soft-skills, self-confidence, institutions of higher studies, placement package, and companies.

At the end of each semester programme wise assessment is conducted by the programme coordinator in the presence of the principal and faculty. Based on the outcome various steps are proposed for the improvement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

64

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

4

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

3.2 - Research Publications and Awards

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

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

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

The College organizes various activities with regard to sensitizing students on social issues and their overall development. The NSS Unit of the College takes part in various initiatives like organizing camps, Swachh Bharat initiatives, blood donation camps, etc. The College has dual objectives in mind while conducting such events such as of sensitizing students on various social issues and contributing to strengthening community participation.

The College has social group which organizes different activities such as visiting the village and orphanages, conducting awareness activities on environmental issues, etc. During these visits, the students perform cultural activities and contribute something to

bring Joy in those less privileged ones of the society. In and through these and other activities, the College inculcates social values, and enlighten students on the larger social issues that are prevalent in the community. Thus they are given opportunities for their holistic development and for becoming socially responsible citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

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

0

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

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

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

0

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

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

XITE has excellent infrastructure and physical facilities that enhances the teaching-learning experience. All the classrooms are ICT enabled with projectors and computers which enables the instructors to deliver an audio-visual learning experience to students.

Classrooms are also equipped with internet facilities to enable in-class research. Apart from this, there is one computer lab with adequate number of desktops and hi-speed internet connectivity and a library. The students are encouraged to use the computer lab for completing their assignments and projects, which are given in regular intervals as part of their internal assessment and evaluation.

An ICT enabled conference hall facilitates the conducting of faculty development programmes and workshops, student orientation programmes and sessions by experts. The College also has an active Microsoft Teams account for all faculty and students which ensures continuity in the teaching learning process even when the College is unable to hold physical classes.

A unique institution administered email is provided to all students, faculty, and staff for college related academic or non-academic communication, both internal and with external organizations. This permits easy submission and evaluation of assignments and projects.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

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 spareparts/ 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

5.51

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

4.2 - Library as a Learning Resource

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

XITE College Library located in two places in the College. One information centre is located at 1st floor and Departmental library is located at the top floor. The collection includes more than 6479 books, 124 journals, 15 magazines, and 41CD's. The collection of books includes subjects of Economics, Social Sciences, Languages, Management, Humanities, Commerce, etc. The library has a reference section along with a spacious reading hall that can accommodate 50 users.

The library is automated with integrated library management software, KOHA Software. The various modules of the library such as data entry, issue and return and renewal of books, member logins, etc. are done through the software. The Books are classified according to Dewey Decimal Classification. OPAC (Online public access catalogue) service is also provided where the users can search the collection of books by title, author, and publisher etc. Reference service is provided to right users at the library period and after the class hour. The books are being bar coded and the users are given unique barcode ID. The new books are displayed for two weeks on the display stand. The library provides reprographic service and internet service. For enhancing security, closed circuit cameras have been installed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-

E. None of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

25276

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

67

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

4.3 - IT Infrastructure

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

IT facilities are being updated on a regular basis. As per the need, the management purchases new IT equipment such as computers,

LCD projectors, cameras, mikes, amplifiers, sound boxes, routers, UPSs, network racks, manage switches, media converters, network firewall system, etc.

XITE has 57 computers, 5 printers, 2 photocopy machines & 1 computer lab. Each class is equipped with LCD Projector along with PA system to support ICT. To support all the online communication and transfer of data a server room is set up.

The College is covered by CCTV camera system. There are about thirty-two cameras installed.

The hostels of boys and girls are also covered by CCTV cameras. There are about 32 cameras. Thus, the Campus is fully secured and monitored remotely.

The College uses bio-metrics system for taking faculty and staff attendance.

Overall, every year the computer lab is upgraded as per the requirements. We are using 10 Mbps Internet speed in our campus with Wi-Fi facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

57

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

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

23.67

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Maintenance of Library Facilities:

- The books and journals are maintained against disfiguring.
- Stock verification is done as a part of regular monitoring and control.
- Procurement of new books as per the recommendations & renewal of journals
- Updating and maintaining of all library records
- Addressing issues and grievances of users
- Books are stored away from sources of heat and moisture.
- Proper shelving of books by storing them from small to medium sized books.
- Everyday books racks are cleaned.

Computers: The Institute has an adequate number of computers with

internet connections and software. Computer systems, UPS, Software and Servers are maintained by In-House technician.

Classrooms, Conference Hall: Classrooms and Conference Hall are provided with enough seating capacity and LCD projectors.

Maintenance of other support systems:

- Housekeeping and cleanliness of the College, inside and outside are done by In-house staff.
- Sanitizing of washrooms is done on regular basis.
- Greenery is maintained by the gardeners.
- Clean and hygienic drinking water is available in the Institute.
- Water coolers are cleaned on regular basis.
- Overhead water tanks are cleaned periodically.
- Sports facilities are maintained by the sports club and the staff.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

37

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

12

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

12

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

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

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

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

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

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

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

Students are given exposure to involve in administrative, co-curricular and extracurricular activities by including them as members of different cells & clubs. This effort of the College enhances the students' overall development and leadership qualities.

The students' representatives actively participate in all the Cells and Clubs meetings and proceedings. They coordinate various activities and share responsibilities of these Clubs with other members.

The students are also given responsibilities such as MCs at various events, proposing votes of thanks at various seminars/webinars, conducting cultural activities, etc.

The following is the list of Committees having students' representation and engagement in the College.

1. Sports Club
2. Cultural Club
3. Academic Club
4. Social Club
5. Internal Quality Assurance Cell

6. Anti-Ragging Cell**7. Anti-Sexual Harassment Cell****8. Grievance Redressal Cell****9. NSS unit****10. Class representative**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

The Alumni Association will be registered shortly. However, the enrolment process of the alumni has already started. The XITE Alumni Ad-Hoc Committee was formed led by Fr Principal, E. A. Francis, S.J., after the Alumni Meet on 27th December 2020. It was proposed that now is the right time to re-establish a bonding

between the Alumni and the Institution. The members agreed to be ambassadors of XITE for taking the Brand 'Xavier' forward and pave a way for the coming generations.

After going through a lot of names and ideas, the Ad-Hoc team derived a name that stems from the institution's name which should be catchy and easy to remember. Thus, the acronym "AXITEA" (pronounced AXITea) meaning Association of XITE Alumni was finalized. Thus, the tagline was formed as 'THE DREAMERS AND DOERS'.

There was a consensus among the members that there could be a lifetime membership fee and agreed to have Rs.1000/- (one thousand) for time being. The College is already collecting from 2020 onwards Rs.1000/- from each student who completes his/her study at the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

With respect to its rule of sharing and exhaustiveness, XITE regards demonstration of decentralization and participative organization. The administration knows that when decisions are made in consultation with everyone in the organization, there is more noteworthy agreeableness and ownership. So, the educators, non-teaching staff, and students are regularly given the obligation to put together, oversee and take care of various activities and projects of the College. This builds the interest in all, promotes teamwork, and guarantees smooth managerial

functioning.

The College tries to build the whole personality of each student through enabling and strengthening their mental, moral, ethical, social, and spiritual aspects by providing quality and excellent education and striving for their integral development. The College functions in a tribal-dominated state of Jharkhand and continues to work for the empowerment of the local people. The students are sensitized towards the importance of social and ethical dimension of life and are imparted human and social values. The students are also made aware of the importance of natural environment and the danger it is facing in the present time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The College values the practice of decentralization and participative management. The Management is aware that there is greater acceptability and ownership when decisions are made in consultation with all the stakeholders.

Regarding decentralization, the management understands and commits itself to the practice of decentralization. As a result, the management shares and delegates various administrative responsibilities to various faculty, staff, and students. So, the teachers, non-teaching staff, and the students are routinely given the responsibility to organize, manage and look after different events and programmes of the College.

The College has appointed Coordinators for each program with defined roles, duties, and responsibilities. There are class mentors appointed for each class with defined roles, duties, and responsibilities. The Coordinators and Mentors report to the principal regarding different issues as and when required.

The College has statutory bodies such as Governing Body, Finance Committee, Internal Quality Assurance Cell (IQAC), Examination Cell, etc. Each committee is headed by coordinator of faculty and are assigned with duties and responsibilities.

The College also has active non-statutory bodies such as the Grievance Redressal Cell, Anti-Ragging Cell, Anti Sexual Harassment Cell, Placement Cell, etc., which share responsibilities. Thus, the College actively encourages participate management and decentralised decision-making.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The College has strategic plans and achieve them stage-by-stage.
- Started BA Economics in 2020 and applied for another new course in 2021.
- Prepared academic calendar in consultation with faculty and it was executed on time.
- Conducted Professional Preparation of Faculty as part of the annual planning and strategy.
- Participated in National Institute Ranking Framework (NIRF), 2021.
- Students Satisfaction Survey on Teaching-Learning & Evaluation process of 2019-20 was conducted. The survey gave an overall impression of the performance of the College and helped to identify the strength & weaknesses of the College.
- The College organized an orientation program for the Freshers to share different curricular & co-curricular activities.
- To meet the unforeseen challenge of the Pandemic, the College introduced Micro Soft Teams software and conducted online classes effectively.
- The College introduced digital promotion strategy by using WhatsApp, Instagram, digital agents, etc. and effectively responded the situation,
- The College conducted online interviews through Zoom and Google meet for the prospective students who sought admission for the new academic year.
- The College participated in Swachhta Action Plan (MGNCRE) 2019-2020 and received the participation Certificate.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Organizational Structure:

Governing Body: The Governing Board is headed by the Chairman, Secretary, Treasure and Members.

The GB takes policy decisions regarding academic and infrastructural development, policy matters, key decisions on personnel, etc. of the College.

The principal who is the head of the College, for its day-to-day administration, functions under the direction of the Secretary. Under the direction of the Principal Heads of various Departments, Librarian, NSS Coordinator, Administrator, Treasurer and IQAC Coordinator function. The principal delegates responsibilities to each coordinator and he/she is directly responsible for taking it forward but takes feedback from them regularly.

Under the direct supervision of the IQAC Coordinator In-charge of various Cells such as Anti-Ragging, Anti-Sexual Harassment, Grievance Redressal, Placement, and Research Cell functions.

The department coordinators in consultation with the principal allot subjects to the faculty, prepares class schedule, etc. The Controller of examination conducts internal exams as per the academic calendar.

The treasurer maintains the financial accounting and manages finance judiciously. The budget is prepared in consultation with the principal and various in-charges by the end of the financial year for the following year and makes sure that expenses are as per the budget.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://xite.ac.in/wp-content/uploads/2022/03/XITE-Organogram-20-21.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

A. Welfare measures for teaching staff

- Employees Provident Fund as per PF rules.
- Gratuity to confirmed faculty.
- Opportunities for pursuing Ph.D. and other higher education degrees.
- The faculty doing PhD are given leave on duty when they go for meeting with their guides, for attending lectures, and for appearing examinations.
- Financial assistance to faculty participating in training programmes, Seminars, workshops, conferences, and publication of books.
- Permission granted to faculty when they are invited as resource persons.
- Employees State Insurance

- Maternity Leave
- The women employees are extended the maternity leave as per the service rules of the institution.
- The infirmary facility and medical practitioner's service of the College.

B. Welfare measures for non-teaching members

- Free uniforms for class IV employees.
- Festival allowances to class IV employees.
- Employees Provident Fund as per PF rules.
- Gratuity to confirmed faculty.
- The non-teaching staff are given opportunities to improve their skills while being on duty.
- Maternity Leave for women
- Employees State Insurance (ESI) to staff who come in that category.
- The women employees are extended the maternity leave as per the service rules of the institution.
- The infirmary facility and medical practitioner's service of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

1

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

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

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

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

3

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

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

The College has two types of Performance appraisal system in place for the teaching-staff. The first one is Performance Based Appraisal System (PBAS) and the second one is annual 360 degree appraisal.

The PBAS provides annual feedbacks of individual faculty member. It helps them in understanding the changing needs of students. All teaching staff go through the PBAS as part of the institution and self-appraisal. This system encourages them to make improvement in teaching and learning. The appraisal is conducted once a year and it consists of their performance in academic, research, administrative, research and other extracurricular activities.

The 360 appraisal which includes colleagues, subordinates, management, self, and beneficiaries. The cumulative report is shared with individual faculty for their improvement and commitment.

The non-teaching staff also go through the 360 degree annual appraisal system and the result is shared with them for necessary improvement and dedication.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The College has a mechanism for conducting internal and external financial audits ensuring financial compliance. The proposed budget is presented before the Governing Body and gets it approved with necessary changes, if required.

Process of the internal audit:

All vouchers are audited by an internal auditor appointed by the Chairman of the board and approved by the Governing Body. The internal auditor examines all the expenses incurred during the year under different heads and verifies it with bills and vouchers. The discrepancy is brought to the notice of the principal and the Secretary, if any.

Process of the external audit:

The accounts of the College are audited by a certified Chartered Accountant (CA) approved by the Governing Body. The auditor ensures that all transactions are carried out as per the rules and regulations of the Government and within the approved budget. The auditor submits the audited financial report to the management for review, and then submits to the Government as per the requirement. The Institution maintains the copy of the official audit report duly signed by the authorities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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

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

Institute maintains & follows a well-planned process for the mobilization of funds and available resource.

Resource Mobilization Policy and Procedure

At the end of the financial year the finance committee prepares the budget for the coming year based on the actual income and expenditure of the current financial year. The treasurer prepares and presents the budget before the governing board after scrutinising the proposed budget approves with necessary changes if any. Every paise that is generated is accounted as per the government norms.

Mobilization of Funds

The students' fee is the major source of income for the Institute. The management mobilises funds for additional infrastructural developments from non-government agencies, and corporates. The management contacts sponsor for events such as seminars, workshops, etc. The finance committee monitors the expenditure and assures the expenses do not exceed the approved budget. The College aims at generating funds through research, development, consultancy, and other such activities.

Optimal utilization of resources

The major expenses are salary and other recurring ones such as electricity, internet, stationary, garden, etc. The finance committee seeks half-yearly budget to make sure that the income generated, and expenditure incurred are as per the approved budget. The committee brings to notice of the members if any discrepancies are noticed and suggests appropriate action for the remaining period. About the nonrecurring expenditure and where third party is involved, the administrator seeks quotations from

vendors and gets the approval of the treasure before providing the purchase order. The intervention of the management is sought as and when it is required. Thus, the management makes effective utilization of available funds and resources of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC)

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in overall performance of the Institution. The IQAC makes a significant and meaningful contribution in the post-accreditation phase of the Institution. The IQAC channelizes all efforts and measures of the Institution towards promoting its academic excellence.

Strategies of IQAC

1. Ensuring timely, efficient and progressive performance of academic, administrative tasks.
2. Insisting on academic quality and research programmes.
3. Equitable access to academic programmes for various sections of society.
4. Optimization and integration of modern methods of teaching and learning.
5. Credible evaluation procedures.
6. Ensuring adequacy, maintenance and functioning of the support structure and services.
7. Inculcating pedagogy to make teaching-learning fruitful.

IQAC's contribution for institutionalizing the quality and processes

1. Academic Transparency

- Timely preparation of academic calendar
- Plans curriculum, academic as well as non-academic

activities and make them part of the calendar

- Addresses all issues on Syllabus, Evaluation, Academic Events, etc.
- Distribution of subjects well in advance to the faculty for designing lesson plans.
- Assures that faculty maintains Class records.
- Assess performance of faculty and shares the reports
- Collects feedback from all the stakeholders on the performance of the faculty and Institution and shares it with Principal.

2. Inculcating Leadership Quality in Students:

- Puts in emphasis on students' leadership.
- Promotes proactive behaviour in students.
- Teaches the students to discover their own strength and capability through encouragement, and trust.
- Various platforms and opportunities are given to the students for co-curricular and extra-curricular activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC monitors and reviews the teaching-learning process, structures, methodologies, and learning outcomes of the College. Based on the feedback, the Cell adopts various innovative activities and reforms. The Cell conducts reviews the teaching-learning process, operations, and learning outcomes.

Academic Calendar: The College schedules the academic calendar prior to the commencement of the academic year. The Cell makes sure various events such as seminars/ guest lecture/ workshops/ FDP/ internal exams and so on are conducted as per the calendar.

Preparation of lesson plans: The Cell assures that lesson plans are prepared by the faculty members for all the subjects they teach. The faculty enriches the curriculum plan with guest lectures, industrial visits, tests, projects, case studies, and so

on.

Evaluation of teachers: The College has 3600 feedback system to evaluate the teachers. The evaluation method and structure include teaching methodologies, course delivery, strengths and weaknesses, difficulties faced in the subject, etc. Principal monitors the feedback and takes appropriate corrective measures.

Student learning outcomes: The College monitors the students' performance regularly. It has specified procedure to collect and analyse data on student learning outcomes; the following points are adopted by the Institute on this:

- Regular classes and interactions between faculty and students
- Continuous evaluation comprising internal tests, assignments, group discussions, case studies and project presentations.
- The internal exams as per the University Pattern Questions and format.
- Providing Lecture notes
- Timely Redressal of students' grievances.
- Insisting on the 75% attendance is compulsory to sit for the University exams.
- Extra classes for weak students to clear doubts and solve problems.

Students' result analysis: the Cell analyses students' performance after announcing their examination results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty and students are counselled and motivated to work towards improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality

C. Any 2 of the above

**initiatives with other institution(s)
Participation in NIRF any other quality audit
recognized by state, national or international
agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	https://xite.ac.in/wp-content/uploads/2022/05/Annual-Report-2021.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

XITE which is in Gamharia, Jharkhand has large population of tribals about 34%, SC 2%, OBC30%, and general 34%. The Institution gives priority to the marginalised groups, which comprises about 70% of the total students of which about 50% of them are girls.

The College has academic excellence and human values as its vision and gives importance to the integral development of the students. It gives financial assistance to students who are admitted but financially poor.

The College gives equal representation to boys and girls in each class as Class Representatives and other leadership roles. It gives at most importance to safety and security, and CCTVs are installed in all important locations in the College and Campus. The College has separate Common Rooms and washrooms for girls and boys. It has 24 x 7 security guards at the main gate and outsiders are not allowed without permission.

The College gives both mentoring and counselling facilities to its students. The mentors look after the academic and career development of the students. The College has functional cells such as Anti Sexual Harassment, Anti Ragging and Grievance Redressal to

address students' issues if any.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management

- Collect green solid waste and allow it to decompose and that manure is used for cultivation of vegetables.
- Plastic free campus.
- Anything damaged in the campus get it repaired immediately.

Liquid waste management

- Dirty water used for the gardening.
- Rain water used for ground purpose only to improve water level in the ground.
- Twice in a month cleaning the water tank.

Biomedical waste management

(Since there is no use of Bio medical materials frequently in the campus. Therefore we have no such formal management system for the same.)

E-waste management

All the old and depleted computers and electronic gadgets which are not fit for use is dumped collectively in a specific place provided for it.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

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

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

XITE is in an area dominated by SC and ST population and has a majority of the students from the marginalised groups. The College inculcates in them social and ethical values. It promotes awareness of various cultures, human values, etc. through various cultural and other activities. The students are taught and given opportunities depending on their ability, interests, skills, and passion to participate in those activities.

The College creates an inclusive environment by giving equal opportunities to boys and girls in all functional groups and leadership roles. The day in the College begins with inter-religious prayer, important news, amazing facts and thought for the day.

The cultural activities include folk songs and dances, skits of social values, etc. at various national and other festivals. Folk songs and folk dances make students aware of their rich heritage and include students who are not part of culture and language to impart values.

The social group of the College organises visits to nearby villages, old age homes, NGO's, places of destitute, etc. and encourages their participation. Thus, creates awareness among the students to be men and women of givers and not only receivers.

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

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

The College organizes various activities such as the Institution Day, Independence Day, and Republic Day, Jharkhand Diwas, etc. to sensitize on the constitutional obligation, fundamental rights, duties, and responsibilities as stated in the Constitution of India.

The College offers a one-semester certificate course on 'Business Ethics' to educate the students on ethics and its importance.

The NSS team organise Blood Donation Camp, Road Safety Rally, Tree Plantation drive, etc. to develop a sense of societal responsibilities.

The different cells, Anti- Ragging, Anti-Sexual Harassment and Grievance Redressal, sensitize students about their rights, duties, and responsibilities to provide justice.

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

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

4. Annual awareness

C. Any 2 of the above

programmes on Code of Conduct are organized

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

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

The College believes in celebrating national and international commemorative days to inculcate values, maintain traditions and legacy. These celebrations are an integral part of learning for building a strong and healthy nation with cultural values.

The College makes tremendous efforts in celebrating the national and international days, with a festive mood by conducting various activities such as seminars, competitions, cultural events, etc. Despite the pandemic restrictions, we celebrated the following important events virtually.

- International Yoga Day,
- Independence Day,
- Republic Day,
- Gandhi Jayanti
- Xavier's Day
- Institutions Day
- Hindi Diwas
- Jharkhand Sthapana Diwas

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

7.2 - Best Practices

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

BEST PRACTICE - I

Title of the Practice:

- Academic Transparency

Objectives of the Practice:

- To maintain academic rigor.
- To impart quality education with human values.

Context

The students who hail from remote villages and marginalised groups lack academic rigor and, to some extent, have an attitude of minimum is okay. Most of the students' parents do not have UG and PG degrees. So, the College aims to inculcate academic rigor and excellence.

The Practice

We prepare an academic calendar well in advance and share it with all the students and faculty. Each faculty informs the students on the subject and syllabus, Continuous Internal Evaluation (CIE), weightage of each component, etc. Courses are distributed well in advance among the faculty as per their specialization. The faculty in turn prepares lesson plans, conducts classes and completes the syllabus and CIE on time.

To maintain academic transparency, class records are maintained by

each faculty.

Evidence of success

The College maintains academic transparency by sharing its performance with each student. The feedback system is robust that the faculty shares summary report with the principal who in turn takes necessary steps to improve students' performance. The departmental heads do on their own coordinating activities, students' attendance, parent-faculty meeting, etc.

Programs encountered and resources required:

Collecting feedback and maintaining a bulk of records, special attention to regular absentee students, etc. are time-consuming.

BEST PRACTICE -II

Title of the Practice:

Inculcating Leadership Quality in Students

Objectives of the Practice:

- To inculcate a sense of responsibility
- To promote proactive behaviour
- To discover one's strengths and weaknesses

Context

The institution recognises the fact that most of its students come from the underprivileged sections of the society and lack motivation, self-confidence, passion, etc. to be leaders.

The Practice

The College includes boys and girls into different functional Groups such as NSS, Academic, Cultural, Social, Sports, and different Cells. They are assigned different roles, responsibilities, and resources. The students carry out these responsibilities under the guidance of faculty as mentors.

The students are also given opportunities to demonstrate their

skills and talents at various forums. Their involvement in various forums and organising activities gives them self-confidence, contentment, motivation and civic responsibilities.

Evidence of Success

Perceptible improvements such as attitudinal change, ways of solving issues, making decisions, conducting events, etc. are seen in the students. They show maturity, a sense of ethical and moral responsibility.

Programs encountered and resources required:

A few students do not show an inclination to take an active part in any of the activities and remain without many visible changes. The pandemic made it difficult to meet the expected results.

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

7.3 - Institutional Distinctiveness

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

Response:

Provision of quality education that is affordable and student-friendly

- It has 100% pass results and one B.Com. Student secured 2nd position in the University.
- Industry interaction and liaison through Industry visits, industry expert guest lecturers, etc.
- Most of the students are from the marginalised community
- Fosters communication ability and talents of the students through its Annual College Magazine.
- The College conducts preparatory classes for Competitive exams like CAT, XAT, etc.
- The College solicits students' feedback on teaching and infrastructure.
- The management and department coordinators regularly monitor course completion and students' performance.

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

7.3.2 - Plan of action for the next academic year

The following are the future plans of XITE to overcome from the backdrop of the Pandemic, Covid-19:

1. To initiate MOUs with other reputed organizations in order to improve XITE's social outreach.
2. To collaborate with local industries, NGOs and Government and improve institutional outreach to nearby communities.
3. To initiate social outreach programmes for overall development of the students and institution.
4. To inculcate spirit of entrepreneurship among students through the enhancement of IIC activities.
5. Fostering innovative thinking in the students towards rigorous research culture.
6. To promote the College locally and on social media to increase students' enrolment.
7. To consolidate the alumni network.
8. Promote and motivate faculty to engage in research and publication