



# Academic and Administrative Audit Report 2020-2021



# St. Xavier's College Mahuadanr

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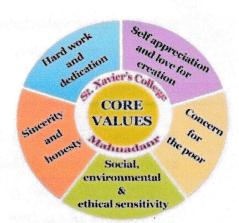
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## **Academic Audit 2021**

## 1. Institution's Vision, Mission and Quality Policy

#### Vision

St. Xavier's College aspires to develop professionally competent and compassionately committed people for creating a just and humane society by promoting harmonious living with different socio-cultural groups and with the whole creation.



#### Mission

- To provide quality based academic excellence especially for tribal youth.
- To motivate students to be skill-oriented, competent, committed, conscientious and compassionate persons.
- To promote modern and scientific techniques as well as the cultural values of the local people.
- To capitalize on potential benefits for students in terms of research opportunities, mentoring and networking that are singular to comprehensive institutions.
- To sow the seeds of multifarious challenges of life among the tribal youth by means
  of understanding ethical dimensions of personal and professional life; also to procure
  means of examining their own values, attitudes and beliefs.
- To prepare students for a life of meaningful professional service and leadership.

#### **Quality Policy**

- Imparting value added education in a congenial, disciplined and a research oriented environment.
- Fostering cultural, ethical, moral and social values in the human resources of the institution.



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 Reinforcing our bonds with the parents, Alumni and the stakeholders and to seek their suggestions for innovating and excelling in every sphere of quality education.

## 2. About the Institute

St. Xavier's College, Mahuadanr, a co-educational under graduate institution was established by the Jesuits of Hazaribag province in the year 2011 to impart quality education primarily to the most neglected under privileged students. However, the College follows the principle of inclusiveness, and hence admits all students irrespective of caste, creed, gender and economic disparities. The College is also meant to serve the indigenous people of the remote area of Mahuadanr in Latehar district of Jharkhand. Mahuadanr is a valley surrounded by a ring of hills and mountains, hence known as the Chechari Valley. In this calm and beautiful place lies our new found prestigious institution, with the aim of imparting the best possible higher education to our budding citizens of tomorrow.

The institute offers a thorough living and learning experiences through its spacious class rooms, computer labs, latest pedagogy, Wi-Fi ambience, learned faculty, voluminous Library, hostel for girls, hygienic canteen etc. Department associations, student clubs, NSS, co-curricular and

extracurricular activities and sports are given equal importance. Students of our college have represented in university and State level competitions. At the institute level students conduct Youth festival, Science Exhibition, Annual Sports Meet every year. These events are planned and conducted by the students which enable them to polish their leadership and event management skill.

The institution imparts quality education and provides ample opportunities to the students that encompass sustainable holistic development thereby enhancing the career prospects as

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well as life skills of the students. Undoubtedly every single stakeholder appears to be proud and contended here.

## 3. Academic Audit(20-21)

Academic audit is a scientific and systematic method of reviewing the quality of academic process externally. It is an integral part of the dynamics of higher education to achieve and maintain academic excellence. The office of the Internal Quality Assurance Cell has put in place an institute-wide academic quality management framework. It aims to document evidence-based information related to the quality of academic programmes. The Academic Audit encourages a culture of continuous evaluation and quality improvement with sustenance of best practices of the different academic programs.

The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. Internally it is being done by the IQAC through various processes such as student feedback analysis, preparation of yearly academic performance report of departments etc. The Academic Audit has been done at the teaching departments of the University as peer review process including a self-study and a site visit by experts from outside the institution. The purpose of the academic audit is to encourage departments to evaluate quality of their teaching learning as well as research activities.

For the above purpose The Academic Audit was conducted in St Xavier's College Mahuadanr during the Academic year 2020-21 by the IQAC and the external peer team to evaluate the curriculum, teaching, learning methodologies and to ensure continuous improvement for quality assurance. In spite of the COVID-19 pandemic the Academic Audit Committee was formed for the effective conduct of the academic audit.

The audit serves to

Provide a faculty driven process for a continuous improvement process

Promote dialogue among faculty, students, and administrators

Provide self-assessment based on quality principles

Promote integration across programs and disciplines



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## 4. Objectives & Scope of the Audit

The main objective of the Academic Audit is to review, assess and evaluate the performance in domains of teaching -learning process, research, extra-curricular and administrative aspects pertaining to departments of the institution. The review process is usually carried out by internal committee members and the external academicians.

- To subject every department to external scrutiny.
- To update the curriculum, teaching, learning and evaluation methods.
- 3. To provide suggestions for necessary changes for improvement of the Departments.
- 4. To achieve the goal of updated curriculum and revised learning and evaluation methods. (UGC and National Curriculum)
- 5. To understand the existing academic and research processes in the departments.
- 6. To ensure quality of teaching learning processes, as well as other related processes.
- 7. To ensure quality of academic outputs and to set new benchmarks in these outcomes.

## 5. The Mode of conducting the AAA

The process involved in conducting the Academic and Administrative Audit is as following. The Principal called a meeting of the HoDs, the Internal Academic Audit committee and the IQAC co-ordinator. The External academicians for the AAA were identified. The date of visit of the external team was scheduled for 18th February 2021. The external team members were contacted and their consent was taken. The syllabus, question papers of previous years and the Academic Calendar was given them previously.

On the first day of the visit, they were welcomed at the entrance of the college by the Principal, Vice-Principals, Faculty and the Students. Students dressed in their traditional attire and rhythmic traditional dance gave a colourful touch to the welcome programme. The Committee had a formal meeting with the Principal and the teaching faculty. The Principal presented a short report of the institute with its achievements, progress and the dreams. The external team accompanied by the Principal, the core members of the IQAC, Vice-Principals

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visited different departments, the infrastructural facilities like laboratories, library, ICT rooms, computer lab etc. The team interacted with the HODs, faculty members and students of each department. The relevant documents were presented to the team. After completing the various stages of inspection and the interaction with the different departments, the team prepared the AAA report for the College.

## 6. Audit Committee (External Peer Team)

No.	Name of the Member	Designation
1.	Dr. Mahendra Ram	Dean, Science, Nilamber-Pitamber University and Professor-in- charge, Govt. Degree College, Manika, Latehar, Jharkhand
2	Dr. R. P. Singh	Senate and Syndicate member of Nilamber-Pitamber University and Principal, J. S. College Medininagr, Palamu, Jharkhand
3.	Dr. I. J. Khalkho	Senate and Syndicate member of Nilamber-Pitamber University and Principal, GLA College Medininagae, Palamu, Jharkhand
4.	Dr. S. K. Pandey	Dean, Commerce, Nilamber-Pitamber University, Palamu, Jharkhand

## 7. Academic Audit Council (Internal Committee)

No.	Name of the Members	Designation	
1.	Fr. Dr. M.K. Joseph S.J, Principal	Chairman	
2.	Asst. Prof. Sr. Kaslin Juliet	Audit Coordinator	
3.	Assist. Prof. Dr. Anil Kumar Tete	Executive Member	
4.	Asst. Prof. Rose Alice Barla	Prof. Rose Alice Barla Executive Member	
5.	Asst. Prof. Md. Zafar Aqubal	Prof. Md. Zafar Aqubal Executive Member	
6.	Asst. Prof. Dr. Sanjay Bara	Prof. Dr. Sanjay Bara Academic Council Coordinator	
7.	Asst. Prof. Ravi Roshan Minj	Teachers' representative	

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## 8. Schedule for Academic and Administrative Audit Process

Date:18-02-2021

Time		Activity	ctivity		
10.00am	Arrival of the team	Welcoming and honouring the External Peer team in a traditional manner. Venue: College entrance	Traditional Dance. Words of welcome by the Principal. Venue: College entrance		
10.30am	Refreshment	Venue: Principal's office			
11.00am	External Audit team meets with the Principal and faculty	1	<ol> <li>Presentation of the progress and future plan of the Institute by the Principal.</li> <li>Clarification sought by the Team.</li> <li>Response given by IQAC coordinator Venue: Meeting Room.</li> </ol>		
11.45am	Department experts and the faculty of different Departments	Meeting with the faculty	<ol> <li>Meeting with the faculty members.</li> <li>Report presentation of the Department by the HODs</li> <li>Visit to the Class rooms, Lab and other facilities like the dark room.</li> <li>Verification of documents.</li> <li>Interaction with the students, faculty and technical staff.</li> </ol>		
1.00pm	Audit Team and the Administrative council		Interaction with the Principal.     Interaction with the core members of IQAC Committee.     Verification of the central documents.		



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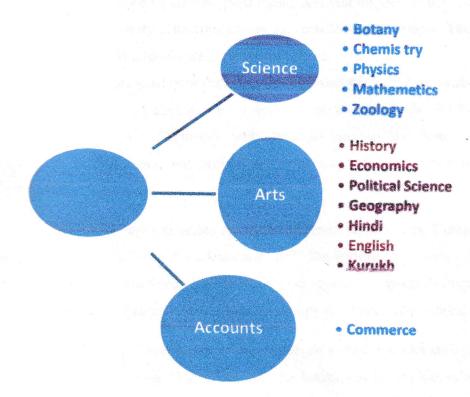
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1.30-2.00 pm			Lunch	
Post Lunch 02 pm to 05	External Team	Audit	1.Preparation of report	Documentation of the report of the college.
pm		v *	2.Exit meeting	Exit meeting with the Principal, the IQAC members and the
				faculty members.

## 9. Academic Courses



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# 10. Education System and Teaching-Learning Methods

Infrastructure of the College:

## Observations-Strength

The college campus is spread over 24 acres of land which facilitates excellent infrastructure for teaching- learning process and is affiliated to Nilamber-Pitamber University. The college is conducting 13 undergraduate programmes. The campus is surrounded by an inspiring panoramic view of nature with green fields and hills. The atmosphere is serene with gardens and avenue of trees.

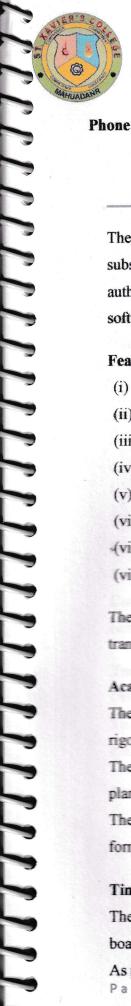
The College has adequate number of class rooms and laboratories as per norms to continue with any academic activity. The college has 32 ventilated class rooms. There are fans and lights in every room. The rooms are spacious and clean.

The laboratories are designed with the safety features imbibed in the infrastructure and create an excellent ambience and atmosphere for work. There are laboratories for Botany, Zoology, Geography, Physics and Chemistry with adequate equipments. Every lab has a lab instructor/technical assistant, who provides constant support and ensures maintenance of the laboratories.

The College provides separate office rooms for different departments, Common Rooms and separate rest rooms for women students and staff. The institution provides first-aid medical facilities. The College has three conference halls for organizing special lectures and meetings.

Other facilities such as scanner, printer and photocopy machines are provided in our college.

The college library follows set norms of the competent authorities. Our college has one single library, consisting of around 6938 books. Besides books, our library has subscribed to some e-books, magazines, journals and newspapers. The Library of the institution is located within the main building. The library of the college has specially designated areas for normal use as well as for reading. It is spacious and well maintained.



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The books are indexed, categorized according to programs and subjects. The college has a subscription of software for library automation. The software contains details about the author's name, title and publishing house. Upon an enquiry, the librarian searches in the software and helps the students locate the book.

#### Features of educational system

- Semester system.
- (ii) Choice based credit system.
- (iii) Flexible structure for choosing subjects.
- (iv) Discussion over the prescribed syllabus.
- (v) Division of syllabus and number of approximate lectures among teachers.
- (vi) Effective lesson plan.
- (vii) Continuous and internal evaluation.
- (viii) Feedback.

The college ensures effective curriculum delivery through the following systematic and transparent mechanism:

#### Academic Calendar:

The college follows the academic calendar prepared by the Academic Council and executes it rigorously.

The HoDs conduct meetings to distribute workload, allot units and topics of the subject and plan the activities of the department and to review the completed syllabus.

The Principal monitors the effective planning and implementation of the calendar through formal meetings with HoDs and faculty members.

#### Time - Table Committee

The Committee prepares a uniform time table for all Departments and displays on the notice boards of the college as well as departments in the beginning of the academic year.

As per the academic needs the committee may craft minor changes.



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## Teaching plan:

Every faculty member prepares an effective lesson plans at the beginning of every academic year.

Periodic assessment of curriculum delivery is conducted by HoDs.

The faculty members engage extra class and practical hours if necessary.

## Teaching Aids

The faculty uses maps, charts and other specimens along with chalk and duster.

Various methods like group-discussion, class tests, assignments, quiz and case study are used for effective delivery of curriculum.

Notes, study materials and question banks are provided in the class or in Whatsapp group.

Educational field trips and tours are organized periodically.

Group projects are assigned to build up Team spirit in Students.

Social sites such as Whatsapp and you tube are used.

Computer, internet, projectors and other audio-visual aids are used on a regular basis for the better understanding of topics.

## **Teacher Support**

Orientation programmes are conducted for the new recruits as well as students.

The college encourages the faculty to attend workshops, seminars and other refreshing courses to enhance their knowledge and ability.

#### Labs

The college has well equipped labs for practical subjects.

It ensures the optimum utilization of the equipments.

#### Feedback

The college collects feedback from the faculty, students, parents and alumni.

It analyses the feedback using different parameters and identifies the problems; suggestions and solutions are given for improvement.

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Formative assessment is done to identify weakness and strength of slow and advanced learners.

The ability and performance of learners are measured through internal tests, group-discussions, assignments and university examinations.

The advanced learners are encouraged for further progression whereas the slow learners are provided with remedial classes.

## **Working Period**

The academic calendar shows the working days of the faculty members, admission period, examination and evaluation period as per the university guidelines. The total working days, as provided by university are around 240 days and out of them 180 days are reserved for teaching and the remaining days are used for co-curricular and extra-curricular activities. The college complies with the university guidelines and strictly follows them.

#### **Curricular Activities**

The academic calendar contains teaching plan and execution of activities.

## Co-curricular Activities

The academic calendar indicates various tests such as unit test, assignment, project work, seminar and group-discussion etc. to be conducted by faculty members.

## Extra-curricular activities

The academic calendar gives importance to extra-curricular and social activity such as celebration of birth and death anniversaries of the national icons, celebration of various national and international days, programs to bring about awareness related to various issues such as environment related issues, blood donation and other social activities conducted by NSS, YRC, AICUF and Eco club.

The institution gives the message of peace and harmony by celebrating festivals of different communities in the college such as Moharram, Karam, Holi, Christmas etc. thus promoting brotherhood/sisterhood.



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Students participate in various activities conducted by YRC (Youth Red Cross) and NSS units which instill human values.

- (a) Save Girl child activity
- (b) Women's Safety and Security
  - (c) First Aid Training Program
  - (d) Tree Plantation
  - (e) Swatch Bharat Abhiyan

#### **Professional Ethics**

Professional ethics is taught to students as well as teachers for their holistic development. The importance of group work is emphasized to imbibe leadership qualities among them.

#### Moral and Ethical Values

Moral and ethical values are integral part of education of the students. The institution celebrates various days of national importance such as Independence Day, Republic Day, Gandhi Jayanti, etc. for imbibing values in students.

#### **Student Centric Methods**

The college has a well-established counseling/mentorship system in place. Students are assigned to the identified faculty who act as their mentors/counselors.

The teachers identify slow and advanced learners amongst the students through classroom discussion, question and answer method, quizzes, class tests, performance in the classroom, Mid-Semester Exam and the university examinations. The academic performance of the students helps in identifying the slow and advanced learners.

Classroom observation, interaction, counselling, continuous and periodic assessment are used as a measuring system to assess the learning levels of the students and identify them as slow and advanced learners. Teachers give personal attention in remedial classes and focus on individual problems in a better manner than compared to in a regular classroom. Along with teachers, some advanced learners are also encouraged to mentor weak students and help them



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with explanations and notes. The Group Study System is also encouraged with the help of the advanced learners. Academic and personal counselling is given to the slow learners by the tutor, mentor and the counselling cell.

Revision classes and counselling sessions are held and additional teaching is taken up if required. Students are encouraged to participate in seminars, conferences and workshops to gain knowledge.

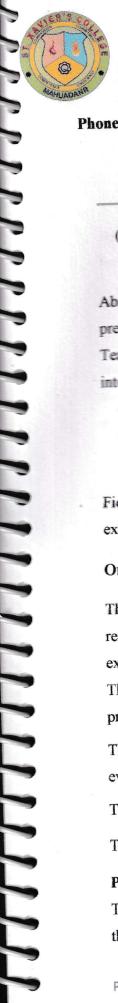
Moreover, the wide range of continuous assessment components that include, Daily Home Assignments, Class Assignments, Seminars and Group Discussions, Additional Assignments, Quizzes, Class Tests, Projects, Internships, Viva-voce examinations and attendance, enable effective assessment of the learning levels of students. This helps to identify the slow learners and to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners.

The teaching-learning process is one major objective and the strength of the institution. Experiential learning, participative learning and problem-solving methodologies are well adopted to ensure the holistic development of students and facilitate lifelong learning and knowledge management.

Students are encouraged to participate in Inter-departmental events. Practical courses (laboratory) are made compulsory in the curriculum. Proficiency in soft and communication skills is acquired. Industrial/field visits, Practical training is mandatory at present. Students are encouraged to take up innovative projects and mini-projects. The Organization of exhibitions and open houses projecting achievements of senior students on a regular basis are a source of motivation for younger students of the college. All academic activities are aimed at elevating the students' knowledge, skills and building confidence in them.

The main objectives of these activities are:

- (i) To boost the confidence of students,
- (ii) To develop their communication and presentation skills,



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(iii) To make students aware of different social issues and to address these issues by conducting awareness programme.

Ability Enhancement, Generic and Skill Enhancement courses are offered to provide and prepare students for life.

Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. They also use

- Audio-Visual methodology,
- (ii) Google platform classroom,
- (iii) Industrial Visits,

Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning.

## Online platform for study and enhanced learning

The institute is using ICT tools like Google classroom, Google meet, Whatsapp, etc to share resource materials with students as well as to take classes and to conduct internal assessment examinations.

The online platform is being used to share resource material (in English and Hindi) like class presentation, study materials, and to conduct/collect assignments.

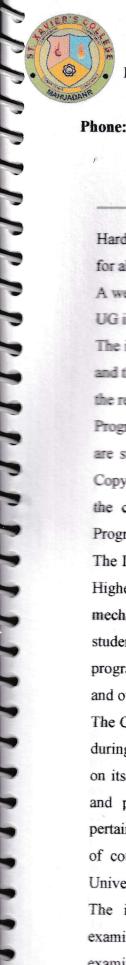
The platform is also used for seminars, student development programmes, competitions, evaluations and also for the parent teacher meeting.

The Google classroom also provides students a platform to interact with teachers.

The use of presentations and audio-visual materials help the students to enhance learning.

## **Programme and Course Outcome**

The College has its own mechanism to communicate the Program and Course outcomes of the curriculum to the teachers and the students. The following measures are adopted –



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Hard copy of syllabi and learning outcomes are available in all the departments for reference for all the teachers and students.

A web link to the College Curriculum and learning outcomes of Programmes and Courses of UG is also provided on the college website for reference in detail.

The institute arranges Orientation Programmes to make the students aware of the curriculum and the learning outcomes including the importance of their subject to make a better career in the respective field.

Programme Outcomes, and Course Outcomes for all programmes offered by the institution are stated and displayed on the website and communicated to teachers and students. Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are uploaded on the college website for reference. Teachers and students are communicated about the Programme outcomes and Course outcomes through meetings.

The Institute takes into account the recommendations of the UGC on Evaluation Reforms in Higher Educational Institutions in India. The recommendations provide necessary mechanisms to implement outcome-based education in Educational Institutions in India. All students are apprised of the expected outcomes of their programme during the Orientation programs which is mandatory for all to attend. They are provided with the detailed syllabus and outcomes of the prescribed curriculum.

The College has utilized Student Satisfaction Survey developed by NAAC (for conducting it during assessment and accreditation process). It conducts survey every year to seek feedback on its own. The feedback system helps to measure and reckon the attainment of the course and programme outcomes. The online student feedback system provides information pertaining to the relevance of the course, availability of the course material, and importance of course in terms of employability which are pertinent questions and which help the University measures its learning outcomes.

The institute prepares its own Academic Calendar including the tentative dates of examination, field work, Study Tours, Practical Work, Project, tests, Mid-Semester examination, etc. Besides, the college also tries to attain the course outcomes and program



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outcomes by conducting the activities such as cultural activities, N.S.S. Activities, Career Counselling, various competitions, Webinars or Seminars, Youth Festival, etc.

The college, as part of the extension activities, organizes various community outreach programs, Socio-Economic status, health awareness and Environmental awareness in the college and in the neighbouring villages. These programs have double purposes, firstly to sensitize the students towards their social responsibilities and secondly to help the local communities to improve their life style.

Moreover, the various departments of the college create awareness and impart knowledge in the students on biodiversity- conservation and environmental protection through various programs like celebration of World Environment day, World Population Day, World Nature Conservation Day, International Day for the Preservation of the Ozone Layer and Swachta Abhiyan taken up by the Eco club of the College.

AICUF unit of the college organizes 'Xavier's Students' Immersion Program Solidarity Protest with the people in protecting their land, forest and water resources, which aims to enable students to develop a critical awareness and analysis of the national and local issues, to cultivate a deep and genuine concern for the oppressed and marginalized people and to effectively commit themselves to the task of building a new and just society.

#### **Students Progression**

Students have active participation in various administrative, co-curricular and extracurricular activities. They help in conducting various cultural, curricular and extra-curricular activities and events. It develops the leadership qualities and hidden talents of the students. Students contribute in Administrative level activities through their membership in committees like IQAC, YRC, AICUF, ECO CLUB etc.

World Population Day is an annual event, observed on July 11 every year, which seeks to raise awareness of global population issues. An online awareness program was organized by the Eco-Club on 11<sup>th</sup> of July 2020.



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## **Academic Audit 2021**

World Nature Conservation Day was celebrated on 28<sup>th</sup> July in online mode. There were presentations on this occasion and discussions followed. For the preservation and meaningful existence of life for the present and future generation, the need to preserve and protect nature is of utmost importance. The natural resources must be preserved and sensibly utilized in a sustainable manner.

International Day for the preservation of the ozone layer was observed on 16<sup>th</sup> September. A PPT presentation on importance of ozone layer, green-house effect, ozone depleting substances etc was done. Students pledged to protect ozone layer by reducing the production of substances that are responsible for Ozone layer depletion.

On the occasion of National cleanliness Day a 'Swachta Abhiyan 'was conducted by the Eco-Club. The college has also conducted some welfare activities in the collaboration with the local government hospital for the villagers like blood test, blood donation etc.

#### **Alumni Association**

The college has established its alumni association in 2017 after the first and second batches passed out of the college. The college organizes at least two alumni meeting in a year, the local and outsider alumni take initiative for arranging such meetings. Two of our teachers are the members of the alumni association who play a key-role in binding this group for the development of the college and works for the overall development of students. It helps our institution in terms of academic planning, internship, placements of students, career guidance and on-the-job guidance in their firms also. They also guide the present students in guiding them in academic studies by sharing their experiences. They also extend their helping hands in organizing various cultural events, conducting youth festivals. Their feed-back is valuable for the administration of the college. The college uses its website and other social media for fruitful communications with the alumni. Most of the alumni members are still students therefore their financial supports are very much limited. Alumni members come to the college library for study purposes.

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## **Academic Audit 2021**

## The governance of the institution

The institution strongly believes in the policy of decentralization and participatory functioning. The Principal is at the highest position as the Chief of administrative and executive functions of the college, well supported by series office bearers of different orders.

The administration is decentralized to a great extent by a delegation of responsibilities with Vice- Principals, Heads of Departments and Coordinators. Periodic meetings of the constituted committees are held to plan, execute, monitor and evaluate the intended activities. The benchmark is set for every activity to ensure quality administration through concerted efforts of all stakeholders. A regular review of syllabus and curriculum is done for each discipline and department to update and deliver quality education to the students.

The institution follows a democratic and participatory mode of governance with students actively participating in the functioning of the Institute. The students' Council is an important part of administration that links the students with the administration. Thus the governance of the institution is reflective of and in tune with the vision and mission of the institution.

Following statutory bodies: Governing Body, College Council, Academic council Administrative Council, Forum of HoDs and Coordinators, Various committees like IQAC, AICUF, YRC, Eco-club, NSS, Student Council etc. are working together for all round development of the students.

The college administration and governance plays an integral role in leading the institution towards perfection, ensuring the proper implementation of policies and programmes. There is efficient delegation of authority and decision making in both academic and administrative practices.

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## **Academic Audit 2021**

of importance related to respective subjects. The IQAC conducts quality audit through department evaluation at the end of each year for improving the academic quality.

#### 4. Research and Development:

Special efforts have been taken for the promotion and development of quality research among faculty members and students. The Research Development Cell and a well constituted Research Committee see to the promotion and strategy formulation of research and development activities. Quality seminars/webinars are organized by the IQAC and other departments in collaboration with reputed academic bodies and subsequently the research papers presented are published in book forms. For inculcating research culture among students, college has initiated annual research projects, surveys, analytical test regarding community issues on health, diseases and education.

#### 5. Library, ICT and Physical Infrastructure / Instrumentation:

The institution has a well stocked library catering to diverse need of students and faculty that includes National Journals, Magazines, dailies and a wide range of resources. College building spread across two acres with well ventilated and spacious classrooms. Meeting Room, Conference hall, Lecture Halls, Examination Room, Account session, Laboratories, Staff rooms and well maintained canteen are part of the Physical Infrastructure. All main class rooms are well equipped with projectors. A well equipped ICT room has been set up that helps in enhanced learning. Laptops provided to assist teachers in delivering sessions. A magnificent auditorium is under construction. Automation of the library was done.

#### 6. Human Resource Management:

Human Resource Management is well streamlined. The college strives to develop the students, that make up the prime human resource of the institution, through various activities like Class room teaching, Counseling Sessions, Mentor-Mentee workshop, Youth Festival, socio-cultural, co curricular activities etc. N.S.S, YRC, Competitive Exam and coaching cell, Career counseling and Placement cell have been established in a view to develop professional



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traditional classroom. Distance learning has a long history and there are several types available today like various websites, Google play store's apps, and you tube channels. These applications for distance education were discussed with the students encouraging them to profit from these means and gain knowledge not only in their subject but get broadly and professionally educated to be able to crack the highly contented competitive exams such as, IT-JAM, CSIR-NET, GATE, UPSC, Geo-Scientist, NTPC, BARC, IOCL and so on.

## Online Quiz Competition on Jharkhand G.K

The department of Geography of St. Xavier's college, Mahuadanr organized an online Quiz Competition in General Knowledge on Jharkhand on 5<sup>th</sup> May 2021. The main objective of this competition was to train the students to take part in ex tempore competitions and to develop their confidence and ability to think fast. It would also motivate them to know more and more about the state in which they live.





## 15. Results of the last batch

ST. XAVIER'S COLLEGE, MAHUADANR

**Session 2017-20** 

Appeared for the Final Exam

= 153

AHUADANA



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## **Academic Audit 2021**

Total No. of Students

= 153

B.Com. Number of Students Appeared = 29

1st Div.

06

%

21%

2<sup>nd</sup> Div.

23

%

79%

3rd Div.

0

%

0%

Fail

0

%

Total Pass Students =

0%

29

Total % =

100%

#### ST. XAVIER'S COLLEGE, MAHUADANR

#### Session 2017-20

Appeared for the Final Exam = 153

Total No. of Students = 153

B.A. (All subjects) Number of Students Appeared = 82

1st Div.

= 52

0/0

63%

2<sup>nd</sup> Div.

30

%

37%



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## **Academic Audit 2021**

3<sup>rd</sup> Div. = 0

% = 0%

Fail = 0

% = 0%

Total Pass Students = 82

Total % =

# ST. XAVIER'S COLLEGE, MAHUADANR <u>Session 2017-20</u>

Appeared for the Final Exam = 153

Total No. of Students =153

Prepertitititititititi

B.Sc. (Maths, Physics, Botany & Chem.) Number of Students Appeared = 42

100%

1st Div. 24 % 57% 2<sup>nd</sup> Div. 16 38% 3<sup>rd</sup> Div. 0% % Fail 2 % 5% Total Pass Students = 40

Total % =

95%



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# **Academic Audit 2021**

#### Remarks

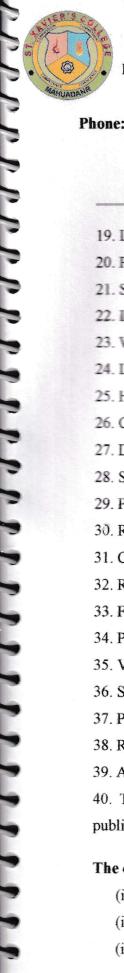
In spite of the fact that most of the students come from rural background, the result is excellent. The committed faculty and the administration work hard to provide quality higher education to the students.

## 16. SWOC Analysis

Strength, Weakness, Opportunity and Challenges (SWOC) Institutional Strength

#### Strength:

- 1. Goal oriented.
- 2. Dedicated Faculty members
- 3. Excellent results.
- 4. Regular classes.
- 5. Appropriate pedagogy.
- 6. Good Infrastructure / Amenities.
- 7. Holistic Education through mentor-mentees.
- 8. Other facilities to enhance quality education ICT.
- 9. Secured campus.
- 10. Personality development and character building.
- 11. Promotion of spirituality.
- 12. Promotion of Social Justice.
- 13. Renewable energy deployment.
- 14. Green house.
- 15. Pollution free campus- Positive Green Audit
- 16. Extension units: NSS, Eco-club, YRC and AICUF
- 17. ISO 9001: 2015.
- 18. Web site.



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- 19. Library with separate reading room facility.
- 20. Parking space.
- 21. Spacious play grounds.
- 22. Indoor games.
- 23. Well equipped laboratories
- 24. LCD projectors.
- 25. Hygienic lavatories.
- 26. Certificate Programs
- 27. Different Cells and Committees.
- 28. Skill development programs.
- 29. Power backup.
- 30. Robust feedback system.
- 31. Conducting of regular Seminars, workshops, Youth cultural festival and sports.
- 32. Remedial classes.
- 33. Fire safety equipment.
- 34. Publications.
- 35. Village adoption.
- 36. Study tours.
- 37. Practice of Yoga and meditation.
- 38. Rain water harvesting.
- 39. Active Internal Quality Assurance Cell (IQAC).
- 40. The college promotes the teaching staff to pursue Ph.D. and attend seminars / conferences, publish books and research papers.

## The college is inclined and focused towards:

- (i) Equal opportunities for all.
- (ii) Respect for teachers, elders and co-students.
- (iii) Politeness and courtesy in behavior and conduct.



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- (iv) Responsible personality; responsible to oneself, parents, teachers and college as a whole.
- (v) Dutifulness to oneself, and to the nation.
- (vi) Developing critical and rational thinking.
- (vii) Sensitizing students about various burning issues through extension activities.
- (viii) Commitment to execute social responsibilities.
- (ix) Orientation towards holistic development.
- (x) Mature & balanced attitude to achieve one's own goals.
- (xi) Standing steady on one's own feet rather than clinging on to unwanted elements and ideas.
- (xii) A person of service. Be spirited with it in line with "nishkama karma" (desireless action) for the good of humanity.
- (xiii) Promotion of the spirit of patriotism.
- (xiv) Inquisitiveness for learning.
- (xv) Teaching students to focus on "learning without diverting attention".
- (xvi) Uniqueness of each student.

#### Institutional Weakness

- 1. Insufficient number of admission in the college.
- 2. Intermittent internet connection.
- 3. Poor Electricity supply.
- Locational disadvantage.
- 5. Vacuum in interface with Industries for students' placement.

## **Institutional Opportunity**

- UGC recognition.
- 2. Make students of this rural area proficient in English.
- 3. Acquire a status of College of Excellence (CE).



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- 4. Undertake research on locally relevant issues.
- Skill development courses.
- 6. Starting of NCC Unit.
- 7. Introduction of BBA, BCA, and B.Ed. programs,
- 8. Employability enhancement.

#### Institutional Challenge

- 1. To make the students proficient in communicating in English.
- 2. To maintain the all round performance of the college.
- 3. To acquire permanent affiliation for the college.
- 4. To prevent migration of the people to cities.
- 5. To introduce new vocational and professional courses.
- 6. To create job opportunities for the students.
- 7. To dispel the threat of displacement being reared by the proposed Netarhat Field Firing Range project and the Tiger-Elephant Corridors.
- 8. Keeping pace with the rapid change in higher education.
- 9. To prevent human trafficking.
- 10. To generate funds to be financially self reliant for the completion of the pending works such as upgrading the existing infrastructures.
- 11. To collaborate with other colleges and universities.
- 12. To provide better transport facilities for the students by having college buses.
- 13. To prevent the demon of alcoholism.
- 14. Digitalization of the library of the college.
- 15. To improve the network connection for online classes.
- 16. Implementing e-governance mechanism in the college activities.
- 17. Making funds available for research projects.

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## **Academic Audit 2021**

## 17. Report of AAA Committee

#### Verification of Documents and facilities

Category	Description	Available	
Documents of Approvals and	AICTE Approval	No	
Accreditation	Affiliation by University	Yes	
	Recognition from UGC	No	
	NBA Accreditation	No	
	NAAC certificate	Yes	
Governance	Governing Body notification	Yes	
	Academic Council Notification	Yes	
	Finance committee Notification	Yes	
	Examination Section Documents	Yes	
	IQAC and its proceedings	Yes	
	Anti-ragging Committee	Yes	
	Anti-Sexual Harassment Committee Internal Complaint Committee	Yes	
	Grievance Redressal Committee	Yes	
	SC/ST/OBC Cell	Yes	
	Alumni Association	Yes	
	Office Automation(ERP software)	Yes	
	Personal Files	Yes	

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	Budget Sanctioned and Audit Report	Yes
	Acquaintance Register	Yes
	Student Scholarship Details	Yes
	Institution Website	Yes
	Biometric Attendance System	Yes
	Notice Boards	Yes
Other Facilities	CCTV Security	No
	Projectors in Class Rooms	Yes
	Fire Extingusher	Yes
	Medical Facility	Yes
,	Canteen Facility	Yes
	Sports Facility	Yes
3 - 200	Hostel	Yes
	Vehicle Parking	Yes
	Xerox Facility	Yes
	Backup Electric Supply	Yes
•	Bank/ATM	No
	Transport Facility	No
	Sewage Disposal System	Yes
	Drinking water Facility	Yes
	Solid Waste Management	Yes



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The institutional Strategic/ perspective plan is effectively deployed

#### 1. Curriculum Development:

The Academic Council of Nilamber Pitamber University, of which the Principal is a member, prepares the syllabus and curriculum for the affiliated institutions including ours. The college has introduced Choice Based Credit System (CBCS). The Course Outcomes are outlined in alignment with the Programme Specific Outcomes. The curriculum includes issues relevant to ethics, corporate responsibility, environment and sustainability. The college offers career oriented Add on courses. The annual calendar is prepared by the Academic Council in coordination with other committees in order to schedule examinations on time. The academic and co curricular activities form an integral part of the curriculum.

## 2. Teaching and Learning:

Teaching and learning focuses on regular classes and completion of syllabus on time. A well planned course handout for each subject is prepared with objectives and learning outcomes. Various innovative pedagogical tools which incorporate latest methods of Teaching and Learning are employed. Value added Programs are provided to enhance and equip students to take on career challenges. Remedial and Backlog classes are given to cater to the different needs of the students. Assignments, seminars, projects, field trips, industry visits, internship, lab work, various field trips, educational tours and development programmes are carried out for enhancement and exposure of students.

#### 3. Examination and Evaluation:

The Examination Committee ensures the smooth and orderly conduct of examinations. The academic growth of the students is monitored by each department through CIE (Continuous Internal Evaluation) system. Continuous evaluation is done through periodic weekly tests, assignments, project works, unit tests, quiz, Class presentations and pre-final exams. Students are given constructive feedback on the tests. Mid-Semester exams and university Model Exams are conducted at regular intervals. Competitions are held by each department on days



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## **Academic Audit 2021**

competencies in the students., The faculty members are encouraged to attend orientation programmes, FDPs, seminars, webinars, refresher courses and research projects to be updated.

#### 7. Industry Interaction and Collaboration:

All departments regularly organize Field trips, industrial visits, conferences and educational tours in collaboration with industries to promote practical learning, research and exposure. For internships, the college collaborates with external bodies. Eminent people from companies deliver lectures for the students. The institution together with the industries conduct faculty development programmes, workshops, seminars and webinars for enhancing the skills and knowledge of both faculty and students. The institution is making further efforts to improve industrial interaction and collaboration to facilitate skill development and campus recruitment.

#### 8. Admission of students:

The admission committee assists the management in getting maximum admissions in various courses. The advertisement of the college is displayed through attractive flux at popular spots of the district and neighboring districts. Notices regarding the dates and process of admission are distributed to different schools. Camps are also organized in different villages to create awareness about Higher Education. Online admissions are taken through Chancellor's Portal. All the candidates are to submit original certificates at the time of admission. Students along with their parents have an interview with the administrative council. The students admitted are given a three day orientation programme.

## The functioning of the institutional bodies

#### Governing Body:

The Governing Body as per the Constitution of the College has 7 members in all: 3 members (the Principal being one of them) are from the Hazaribag Jesuit society which owns the College; one local government official (the SDO of Mahuadanr); one University Page | 21



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## **Academic Audit 2021**

The Office Bearers are the Chairperson and the Secretary, and the Principal is an ex-officion member.

Administrative Set Up: The Principal is the head of the Institution and the chairperson of the Administrative Council of the HEI. Other members of the Administrative Council include the Treasurer; The Vice-Principals of Arts and Science & Commerce respectively; and other members of the religious sisters working in the College. The Principal is vested with the day-to-day running of the College and has his team of Vice-Principals, the Treasurer, Teachers' Representative, the IQAC Coordinator, and the Department Heads to assist in his discharge of work.

The functions of various Bodies: The Finance committee takes important decisions regarding finance, building renovation and construction, maintenance issues. The College Girls' Hostel is run by Sisters of St. Anne. There is also the Staff council which handles the Academic activities of the College. The Decentralized nature of Governance has led to formation of about two dozen Cells and Committees which look after several aspects of the running of the Institution.

Appointment and Service Rules: The selection and appointment of staff for the HEI is done strictly following the rules of eligibility and selection and appointment laid down by the UGC. This provision is also mentioned in the book 'By-Laws/Staff Service Rules' of the HEI. This Book on service rules has been formulated by the Governing Body of the College and is a compilation of information gathered from several sources including the UGC documents and the Manual of University Laws.

The By-Laws/Staff Service Rules are handed to each new staff at the time of joining the HEI. The Book covers rules and regulations on all issues pertaining to the College covering topics on leaves, grievances and so on.



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## **Academic Audit 2021**

#### Strategies Employed for Resource Mobilization:

The institution seeks to mobilize government and nongovernment grants for the improvement of institutional infrastructure and knowledge resources and to that end prepares, vets and submits proposals to the relevant authorities such as the UGC, the State Government, and RUSA etc.

It reaches out to local organizations including banks, corporate houses and civic bodies for empathetic patronage.

All government and non-government financial grants are utilized fully keeping in mind the best interests of the stakeholders.

#### Mobilization and utilization of space and time.

Space in the college is utilized fully and imaginatively. A strip of land behind one of the buildings has been transformed into a garden. Also, vast field beside the football ground is being used as additional football grounds for football tournaments which require multiple grounds for simultaneous matches in league stages. The football ground also acts as race track on the Annual Sports day and is also used as a cricket ground. Spaces north of the football ground have been converted into volleyball courts and a basketball court has also been constructed on the side. The rooftop Solar Energy system and the Rainwater Harvesting system use open terraces effectively; and the seminar halls are also used as lecture theatres.

#### Mobilization of Intellectual and other Abstract Resources:

The institution mobilizes its human resources too by visualizing, designing and implementing academic and co-curricular activities that challenge the students to the utmost and develop their potential to the fullest.

It encourages all staff members to reach their personal and professional growth goals by cooperating with their career development imperatives and discipline specific aspirations.



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IOAC'S significant strategies and processes

Covid Helpline	Establishing COVID Helpline and giving Food, Medicine to stakeholders belonging to deprived sections of society.
	Establishing counselling & Mental Health Awareness programmed for Parents and students.
Inclusion of maximum students in various inhouse bodies	Student members were included in 15 additional committees/cells in addition to the existing committees/ cells.
Linkup during COVID-19	Remaining in touch with, and providing curricular, co-and extra-curricular support to students as well as other interested stakeholders through Webinars on Subject as well as on topics of general interest.
Faculty Empowerment	Emphasis on participating in International, National and State level conferences from each department.
	One Week Faculty Development Program on Behavioral Remodeling and Use of ICT Tools for Classroom Delivery of Teachers.
	Sending important notifications to all stakeholders of the College through Whatsapp group, email and SMS.
	Webinar on Strategy for managing the personal finance for Non-teaching associates.
Webinars	FDPs, Technical Webinars, Seminars etc. by various departments under the guidance of IQAC
e- governance	For better e-governance, shifting of admission process from manual to online mode via Chancellor portal.
Administrative and Academic audit by External Agency.	To assess the progress and quality of academic activities and stake holders, administrative and academic audit done by External Agency.
Quality Audits	Green, Energy, Gender and Environmental Audit by Externa Agency.
Offline to On-line	Smooth transition to online mode of teaching, paper setting examination and evaluation at the onset of the COVID-19 pandemic.
MoU	New MoUs with 3 organizations of repute undertaken during this academic year to get funds and for Faculty exchange Projects etc
Construction of basketball court	Construction of basketball court with the help of HJES fund.



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NIRF ranking participation	IQAC took initiative for submission of data to the NIRF Authorities for the first time in 2020-21 for getting ranking for quality enhancement.
Discussion on National Education Policy (NEP) 2020 for implementation	Webinar on "Implementation of National Education Policy (NEP) 2020 as proposed by Jharkhand state Government was attended by the Principal. Discussion on National Education Policy (NEP) 2020 was conducted by JHEASA for its implementation in the college.
FDP on Documentation of IQAC	Webinar on Importance of Documentation was initiated by IQAC for the faculty members and supportive staff.
Academic services & INFLIBNET	One day workshop on Academic services & INFLIBNET conducted by NLIST team
Intellectual Property Rights	Workshops on Intellectual Property Rights by different departments for faculty and students.
Guardians' Meet	All the departments of different streams conducted online Guardians meet and noted down the feedbacks from them regarding their ward's academics and over all development.
National Science Day	Science exhibition was organized on National Science day by science stream in the College. Different competitions based on emerging science and technology was also conducted on this occasion.
National Webinar	National Webinar on "Cynosure of Higher Education today: e- teaching and learning" conducted by IQAC
ISO Certificate	Update of ISO certificate 9001:2015 was done
Automation of the library	Automation of the library was done on 26 <sup>th</sup> February 2021
Observance of important days	Online activities on important days such as Independence day, Teachers' Day, Unity day, Constitution Day, etc. were carried out by different departments.
e-AQAR 2019-20	Central documentation team with the guidance of IQAC prepared and submitted e-AQAR for the AY 2019-20 to NAAC in the month of March
Fund from Government	The college received funds from the government to provide Drinking water facility to the students with Hand pumb fixed with solar panel.



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## **Academic Audit 2021**

COVID-19 Vaccine	A number of vaccination programmes were conducted in the College campus.	
Online Feedback system	Online Feedback system was developed by the initiative of IQAC.	
Students Progression	Series of Career Counselling sessions conducted for the students	

The approach of IQAC has always been focused on learner-centric teaching learning process and has designed the policy to assess and evaluate it from time to time. Accordingly, IQAC complements the Teaching, Learning activities and modify after taking the review, suggestions. In order to perceive learning outcomes, the IQAC periodically reviews teaching learning process and suggests gradual and regular expansion, up gradation and addition of the requisite material, equipment, infrastructure etc.

Therefore college has identified two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC

Example 1: Learning Outcomes - feedback on PO, CO & PSO

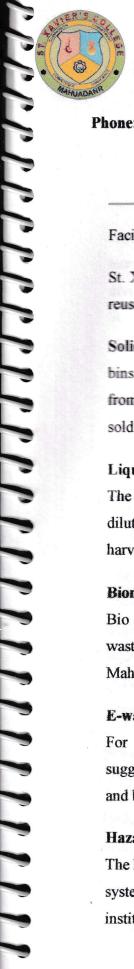
**Example 2: Remedial Measures through Mentorship** 

#### **Promotion of Gender Equity**

The college is very much committed to the safety and security of the girl students and women faculties. The following Cells take care of the gender issues of the college.

- (i) Gender Equity Cell
- (ii) Anti Sexual Harassment Cell
- (iii) Anti Ragging Cell
- (iv) Personal Counselling Cell

The vision of these cells is to keep the college free from sexual violation, discrimination, exploitation and violence against women. Its mission is to empower women to take steps to improve safety and well-being, equality, and respect for themselves and to raise awareness about sexual violence.



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#### **Academic Audit 2021**

Facilities in the Institution for the management of degradable and non-degradable waste

St. Xavier's College is committed to "zero waste" and strictly follows the policy of "reduce-reuse-recycle".

Solid Waste: Composting of organic litters is done to produce natural manure .Separate dust bins namely Yellow dust bin for dry waste and Red dust bins for wet waste, are kept. Wastes from Canteen, Hostel and garden are disposed. Old newspapers and raw paper material is sold out.

#### **Liquid Waste Management:**

The liquid waste generated from the College laboratories, college canteen and hostel is diluted and discarded through proper drainage and is channelled to the gardens. Rain water harvesting is done.

#### **Biomedical Waste Management**

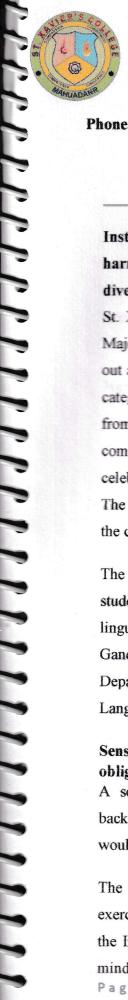
Bio -Medical waste is managed as per the standard protocols and guidelines of Bio-medical waste management rules. St. Xavier's College has done MoU with Carmel Hospital, Mahuadanr for the proper bio-medical waste management.

#### E-waste Management:

For E-waste management, the College has a tie-up with the parent institution. At the suggestion of the parent Institute, faulty laboratory equipment, computers, monitors, printers and batteries etc. are sold as scrap materials.

#### Hazardous chemicals and radioactive waste management

The hazardous chemical waste generated from the labs is diluted and discarded to the sewage system in an eco-friendly manner and connected to local Municipal drainage system. The institute does not generate any radioactive waste.



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#### **Academic Audit 2021**

Institutional initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities

St. Xavier's college, situated in the rural area has a very positive impact on the Society. Majority of the stakeholders are from the nearby villages. The admission process is carried out as per government rules. Enough care is taken to fill up specific earmarked seats of each category. The statutory committees of the college are well balanced with the representation from each category. The participation of the local citizens in the extension activities is commendable. The college is fully involved in the national developmental activities, celebration of national festivals, awareness rallies, and campaigns on social welfare issues. The flex board on social harmony, national integration and democratic values are displayed in the college campus.

The college acts as a catalyst in the town to maintain the peace and national integration. The students are inculcated with the values of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities through classes on ethics, Gandhian Thoughts and social reforms etc. To maintain the linguistic importance Departments of English and Hindi celebrate various activities such as Hindi Divas, English Language Day, Literacy day etc.

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

A sense of equality is created in the students coming from various socio-economic backgrounds, with the uniform made compulsory for all. The individual's conduct and talent would therefore be the basis of interpersonal relations than their socio-economic background.

The students are constantly reminded that the fundamental rights of this great nation can be exercised only if everyone performs their fundamental duties, both of which are mentioned in the Indian Constitution. To ensure that the fabric of Indian democracy gets etched into the minds of not only the students but also the teachers and parents, "The fundamental duties and Page | 28



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#### **Academic Audit 2021**

rights, Citizen's Charter, National Anthem, and Pledge etc. are clearly displayed in the campus. It reflects the strong attachment of the students, employees and the citizens towards the values of Indian Constitution. Many of our Professors deliver lectures on the constitutional obligations, national unity and social harmony in the college, town and in nearby villages.

#### National and international commemorative days, events and festivals

Institute pays tribute to all the national heroes on their Birth and death anniversaries. The event is followed either by lecture, rally or competitions like elocution, singing, wallpaper, and Rangoli etc. The college organizes activities on these days of national importance to recall the contribution of our leaders in building the nation and form moral and ethical behaviour of students in their professional and personal lives.

#### 11. Courses offered at UG level and the Observations made

B.Com	Accounts	Provides Holistic Education to the Students.	
		Though situated in remote area, the department takes	
		initiatives to give industrial touch to the students.	
		Syllabus is properly sequenced	
		Entrepreneurship programmes to be conducted.	
B.Sc. Botany Faculty members a		Faculty members are qualified, dedicated and committed.	
		Use of ICT	
		Exposure to farming techniques can be encouraged.	
	Chemistry	Focuses on experiential learning through regular practical	
		classes.	
		Conceptual framework is good.	
		Carrier guidance can be focused	
	Mathematics	Teachers are student friendly and approachable.	



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		Creativity and innovations are noticeable.  Mini-Library reference books can be made available in the department.	
	Physics	Remedial/Mentoring access to quality education.  Desertion Topics offer practical tips for daily life.  More Instruments for practical's according to CBCS pattern to be purchased.	
	Zoology	Wide range of teaching methodology.  Clearly spells out the evaluation pattern.  Make it an honour subject as many would like to pursue higher studies in this course.	
B,A	Economics	Books and references are relevant Syllabus is properly sequenced Global Scenario can also be focussed	
	English	Course is application oriented. Use of online resources Life skill courses can be enphasized	
	Geography	Arranges online webinars Practical classes are regular. Faculty shouldn't change often.	
	Hindi	Adequate learning facilities are present.  Communication and Interpersonal skills are exhibited.  Interactive teaching sessions can be encouraged	
	History	Existing Curriculum is satisfactory.  Focus is given to Higher Order Thinking Questions.  Visit to the Museum, Archives and Archaeological  Department can be included	

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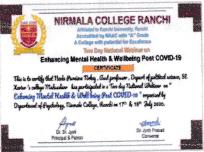
## **Academic Audit 2021**

1,981, 333	Kurukh	Space is given for analytical and critical thinking.	
		There is a residential environment.	
		More students must get enrolled to study.	

#### 12. Faculty Participation

The teaching faculty of the college have attended various seminars and webinars and faculty development programmes during lockdown to enhance their capacities. The staffs were also resource personnel for the seminars virtual and face to face.













## 13. Students' Projects and Internships/Add-on Courses

Field Project on Organic Manure: As a Field project, the Students of Botany department prepared Organic Manure in the Botanical Garden with the support of other Science departments.





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The program began with the inaugural speech of the Principal. Asst. Prof. Shalini Bara explained the procedure of preparing organic manure and keeping the soil fertile. The students learnt how to increase organic nutrition, feed soil fertility in order to compete with weeds, break cycles of pests and diseases, and improve productivity. The students expressed their gratitude and said that they would apply their knowledge to make the Indian land more fertile and productive.



#### Skill Development Program on Mushroom Cultivation

A daylong training program on Mushroom cultivation was organized by the Department of Botany in St. Xavier's College, Mahuadanr. In the first session, addressing the students, the Resource Person Mrs. Sunita Toppo, Mahila Sang Coordinator, said that the Youth are making efforts to enhance human resources by getting skilled in various

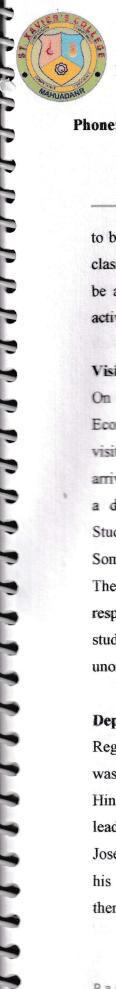


agricultural activities. She said that they are working on a strategy to attract more and more educated youth towards the agriculture sector so that they can contribute to the success story of the area in a more effective manner. The students marked with confidence, enthusiasm and authority got their doubts cleared. The program came to an end with a vote of thanks delivered by Mr. Niraj Tirkey.

#### Field Project: Handloom Centre Mahuadanr, Jharkhand

A Visit to the handloom centre located at Mahuadanr was carried out on 25th March2021 headed by Asst. Prof. Amrit Minj and Asst. Prof. Surabhi Sinha, accompanied by students of B.Com Semester II. The centre was visited during the afternoon time around 1:00 P.M and it proved





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to be a great learning experience for the faculty and students and a change from the routine classes. The interaction and communication with the people at the handloom centre proved to be a source of great information and knowledge about the working, the product and the activities carried out over there.

#### Visit to Brick Factory, Rampur Mahuadanr

On 24<sup>th</sup> February 2021 the students and faculty of the Economics department, St. Xavier's college Mahuadanr visited a brick factory at Rampur, Mahuadanr. They arrived there at 3:00 P.M. One of the workers gave them a demonstration of the brick making process. The Students were very excited to see the whole process. Some of them even joined the labourers in their work.



The students asked them about the working condition and the wages of the labourers. The response was that the working condition was not good and the wages were very low. The students gathered more information about the problems and challenges faced by the unorganized sectors.

#### Departmental Research: Regional Language and Education Status Survey Program

Regional Language and Education Status Survey Program was conducted on 26<sup>th</sup> March 2021 by the Department of Hindi in Rajadanda village of Mahuadanr under the leadership of Dr. Vibha Alpana Kujur the HOD. Dr. M.K. Jose, the principal of the College boosted the survey with his inaugural speech inspiring the students to put themselves at the service of the society.





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The objective of the survey was to find the population of the sample selected who could handle the regional languages easily, namely reading and writing. 45 students of two batches 2018-21 and 2019-22 were divided into five groups. Fifty families of Rajadanda village were randomly selected. The students visited each household and conducted the survey and found that the languages understood and spoken by them include Hindi, English, Nagpuri, Kurukh, Mundari and Sadri. During the Survey they found that the educated classes have the knowledge of Hindi and English apart from the Mother language Kurukh. Majority of the people communicated in Kurukh. People of Munda tribe used Mundari for their communication. The students during their interaction with the Villagers encouraged them to keep alive their tribal language as many tribal languages of the primitive tribes are on the verge of extinction.

#### Internship and Educational Excursion

Seventy Eight (78) students of St. Xavier's College Mahuadanr went on an educational excursion to Paramvir Albert Memorial College, Chainpur on 18<sup>th</sup> January 2020, under the supervision of Dr. Pyari Kujur, Head of the Department, Kurukh.

After a travel of two hours and a quarter, the team reached Paramvir Albert Memorial College, Chainpur at 10:15. The visitors were welcomed by the Principal of the college. Then there was an interactive session between the students of both colleges on various topics like administration, studies, result, discipline, library facility, science exhibition, sports, Computer lab, English Class, 100% attendance etc.

The internship ended with a vote of thanks proposed by the Vice principal of the host college.

The excursion team departed from the College and went to visit Naogoi Dam. They admired the beauty of dam. Then they visited Sirasita Nale Kakdolata Sirsi Dham – the shrine of the Oraon tribals.

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They also visited the historic site Tanginath Dham, famous for architectural works. Finally, they returned to Mahuadanr.

Taking everything into account, the educational excursion was a great success. It helped them acquire knowledge along with relaxation and enjoyment.

#### 14. e-Learning during Pandemic

#### Awareness program on Covid-19 and its prevention

An Awareness Program on the theme "Covid-19 and its prevention" was held through Google Meet by the Department of Botany. The resource person of the program was Asst. Prof. Shalini Bara, Dept. of Botany, St. Xavier's College, Mahuadanr. The first session dealt with discussions on how Covid-19 spreads from person-to-person. She also stressed on how we can prevent it by staying vigilant and being aware of all the necessary measures. These discussions were made clearer by means of video and PowerPoint presentations. In the second session, an online Quiz competition was conducted for all the participants to test their knowledge and to disseminate the right information about COVID-19.



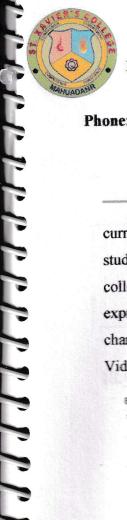


Treatment/Interventions

#### Online Counseling

The Department of Botany initiated online counseling/e-therapy to the students, as the





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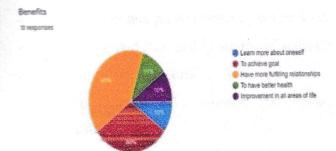
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current problem of COVID-19 brought depression, anxiety and emotional distress to the students. We realized online counseling has become crucial and necessary when we started collecting the data of the students needing online counseling. 72 students filled up the forms expressing the need of e-therapy/Online counseling. The Professors of the department took charge given the urgency of helping the students—though personal conversation by phone, Video clips of inspiring and motivating talks, Video conferencing and telecommunication.



#### A mode of learning through Internet

On 28<sup>th</sup> April 2021, the Department of Chemistry conducted a departmental activity for the students of the department. It was conducted with the help of Google meet. The theme of the activity was "A mode of learning through Internet".

In the program the factual descriptions and importance of internet privacy were introduced and discussed with the students. They were interested in the topic and took active part in the discussion. It was pointed out that online learning is learning with the help of internet. It is often referred to as "e-learning". However, online learning is just one type of "distance"





learning", the umbrella term for any learning that takes place at distance instead of a



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## **Academic Audit 2021**

Samuel Samuel Schene Land Distribut Landbar 35	e-waste Management	Yes
	Rain water Harvesting	Yes
	Green Campus initiatives	Yes

## 18. Observations of the Auditors

- Commitment and professionalism are explicitly visible.
- Attendance and Punctuality are found satisfactory.
- Very good Infrastructure.
- Strictly following the mission that underprivileged students are given Higher Education.
- Proper planning of Budget utilisation by the departments.
- Motivated faculty and staff.
- Outreach programmes, social awareness programmes are carried out well for the growth of the students and the society.
- Focus is learner centric.
- Innovative strategies such as teaching by field-based methods, Quiz, Group Discussion etc are carried out well.
- Research and Consultancy to be increased.
- Number strength of the College to be improved.

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#### **Academic Audit 2021**

## Name and signature of the Academic Administrative Audit Team:

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Dean, Science, Nilamber-Pitamber University
and Professor-in-charge, Govt. Degree College, Manika
Latehar, Jharkhand.

Dr. R.P. Singh

Senate and Syndicate member of Nilamber-Pitamber University and Principal, J.S. College, Medininagar, Palamu, jharkhand

Dr. I. J. Khalkho

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Dr. S. K. Pandey

Dean, Commerce,

Nilamber-Pitamber University, Palamu, Jharkhand

Fr. Dr. M. K. Jose S.J.

Principal, St. Xavier's College, Mahuadanr

Sr. Kaslin Juliet

Asst. Prof. Department of Botany,

St. Xavier's College Mahuadanr

IQAC Co-ordinator and Vice-Principal

Dr. Sanjay Bara

Asst. Prof. Department of History,

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Vice-Principal

Mrs. Rose Alice Bara

HoD Commerce,

St. Xavier's College Mahuadanr

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Asst. Prof. Department of Political Science,

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**Academic Audit 2021** 

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o o o ... Min

Mr. Ravi Roshan Minj Asst Prof. Department of History, St. Xavier's College Mahuadanr

Ravi Roshan Minj

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#### ST. XAVIER'S COLLEGE MAHUADANR

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# Action Taken on the basis of Academic and Administrative Audit on

#### 08/05/2021 - 10/05/2021

- Implemented programs to enhance and showcase commitment and professionalism among faculty and staff.
- Monitored and reinforced measures to maintain satisfactory attendance and punctuality.
- Invested in upgrading and maintaining the infrastructure to ensure a high-quality learning environment.
- Actively pursued the mission of providing higher education to underprivileged students through targeted initiatives and programs.
- Implemented proper planning mechanisms to ensure effective budget utilization across departments.
- Conducted motivational programs and initiatives to boost the morale of faculty and staff.
- Successfully executed outreach and social awareness programs to contribute to student and societal growth.
- Reinforced a learner-centric approach through various educational strategies and support systems.
- Implemented innovative teaching strategies, including field-based methods, quizzes, and group discussions, to enhance the learning experience.
- Initiated measures to enhance research and consultancy activities among faculty members.
- Implemented strategies to increase the number of students enrolled in the college.

Dr. Fr. M. K. Joseph SJ

Principal
Principal
St. Xavier's College
Mahuadanr
District Latenar