



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ST. COLUMBA'S COLLEGE
Name of the head of the Institution		REV. (DR.) SUSHIL KUMAR TOPPO
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		06546222197
Mobile no.		9431799074
Registered Email		info@stcchzb.ac.in
Alternate Email		sktoppo@gmail.com
Address		COLLEGE MORE, RANCHI ROAD
City/Town		hazaribagh
State/UT		Jharkhand
Pincode		825302
2. Institutional Status		

Affiliated / Constituent	Constituent
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	REV. (DR.) BIMAL RAVEN
Phone no/Alternate Phone no.	06546222197
Mobile no.	9431336529
Registered Email	joynet_123@yahoo.com
Alternate Email	info@stcchzb.ac.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://stcchzb.ac.in/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://stcchzb.ac.in/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	2.85	2017	23-Jan-2017	22-Jan-2022

6. Date of Establishment of IQAC	11-Jul-2013
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
meeting of IQAC with quality perspectives	17-Mar-2020 01	15
meeting of IQAC on various issues	02-Aug-2019 01	12

[View File](#)

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

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

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

a) Physical infrastructure of the college campus was improved by the initiatives of IQAC, including canopying of stage, civil repair work of geography and geology blocks of the college b) initiative for upgradation and modernization of the college sports complex was initiated c) proposal for new certificate courses / add-on courses were initiated d) proposal for new ARTS Block [G 4] was prepared and forwarded to higher authorities

[View File](#)

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

Plan of Action	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory

No

body ?	
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	11-Feb-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college is committed to develop and harness human resources of the highest order. Enlightenment of society by promoting students residing in underprivileged conditions with value based quality education The institution aims to improve learning and enhance environment for research. Promote students the urge for creative learning and scientific thinking & most important to provide quality education to sections of the society for ushering in greater human values. At the beginning of each calendar year a meeting is held to evaluate the achievements & shortcomings of the previous year and fresh modalities are designed for the upcoming year. Students performance are also analyzed based on their internal assessment performances. Use of ICT for delivering lectures and conducting seminars is now in much more in practice compared to previous session. Our college sticks to the instructions furnished by the State Government in general and the University in particular. We are dedicated to provide maximum days of teaching in a calendar year. Special classes as per requirement are engaged to compensate for the time lost in examination/evaluation. And as well as for weaker sections of students. For example during time of examination routine is developed in such a manner that in one shift classes is held while in other examinations. The college provides all types of facilities to teachers to attend UGC based Refresher Course/ Orientation Courses / Workshops / Seminars. The Institution follows a specific Time Table Programme for the effective delivery and completion of the curriculum. Seminar/ Symposia are conducted on regular basis in every Calendar Year Apart from these the college adheres to the sports and cultural calendar.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
certificate course in	Nil	21/06/2019	180	translator, research	language communication skills

Persian

work,
historical
significance

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	master of arts in Political Science	27/05/2019
MA	master of arts in Philosophy	27/05/2019
MA	master of arts in Hindi	27/05/2019
MA	master of arts in History	27/05/2019
MA	master of arts in English	27/05/2019
MA	master of arts in Economics	27/05/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	ma in economics	27/05/2019
MA	ma in english	27/05/2019
MA	ma in history	27/05/2019
MA	ma in hindi	27/05/2019
MA	ma in political science	27/05/2019
MA	ma in phillosophy	27/05/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field project visit to Himalayan Mountaineering Institute Darjeling	60
BA	field project to	51

	National institute of Prawn Breeding Digha	
BA	land use Survey techniques	121
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The institution has well organized feedback systems in which all possible participant's are being incorporated i.e. students, guardians, teachers etc. Regular meetings are being arranged of various committees (career guidance, Anti-Ragging, Anti Sexual Harassment Committee) which help us to improve our feedback system. IQAC cell plays a major role in analyzing and guiding the work of these committees. In the previous session instruction has collected students teachers feedback on syllabus. About 80 students are satisfied about the syllabus recommended by VBU, Hazaribag. Feedback on overall teacher's performance in teaching and other co curricular and extra-curricular involvement was also obtained. Accordingly, institute has worked on the obtained remarks by the stalk holders and has taken necessary action like some amendments' have been made in syllabus. Teachers have made advancement in their teaching by using ICT tools such as Projector Individual laptop regularly. In the current year after analyzing the feedback from the students it has been felt that number of classroom has to be increased with increased sitting strength. The college has collected feedback form from the parents one of the common suggestions was the introduction of some extra tutorial classes for preparation of competitive examinations. The college feedback discusses on all type of feedback obtained and takes proper required action.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HONOURS	2712	3511	2378
BSc	HONOURS	1052	1383	912
MA	ENGLISH	64	75	64
MA	ECONOMICS	64	65	50
MA	HISTORY	64	85	64
MA	HINDI	64	85	45
MA	POLITICAL SCIENCE	64	75	64

MA	PHILOSOPHY	64	Nil	Nil
MSc	CHEMISTRY	64	50	44
B.A.BEd	EDUCATION	100	145	100
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3476	331	14	Nil	28

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
2019	28	8	8	8	10

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

the college possesses a mentoring system for the students. the college teaching faculties provide continuous counselling and mentoring facilities to the students as and when required. in order to have a smooth bonding between teachers and students, different committees have been constituted by the college administration, that works in unison with the changing nature of demand and the changing environment.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3807	31	1:123

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
86	42	46	Nil	40

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	honours	semester	19/09/2020	05/10/2020
BSc	honours	SEMESTER	19/09/2020	05/10/2020
MSc	POST GRADUATION	SEMESTER	19/09/2020	05/10/2020

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

? The college has continued with its CBC system of teaching and learning. ? Under CBCS guidelines, the college has devised a systematic mechanism of internal examinations in a scheduled manner for different semesters. ? As a part of continuous internal evaluation of the student, the college focuses on three aspects, namely: a) Internal Examination, both theory and practical [where applicable] b) Departmental Seminars c) Departmental/College activities. ? All departments of the college from the traditional to vocational and selffinanced conducts its internal examinations in the scheduled time, makes evaluations and answer books are shown to the students for observation. Further, record of the same is sent to the university through proper channel so that timely results may be published. ? Besides, practical departments conduct continuous internal practical along with filed visits wherever necessary.

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

The college has its own academic calender along with calender for sports and other cultural activities. these calenders are prepared in adherence with the univeristy calender for academic, admission, sports, examination, cultural activities and holidays lists. as per the calender, college conducts all its academic events, beginning from classes to end with exams.

2.6 – Student Performance and Learning Outcomes

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

<https://stcchzb.ac.in>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	HONOURS	1677	1595	95.11
BSC	BSc	HONOURS	660	597	90.45
MSC	MSC	CHEMISTRY	31	31	100
B Ed	B.A.BED	EDUCATION	97	95	97.9
BSC	BSc	BIOTECHNOLOGY	44	44	100

BCA	BCA	COMPUTER	45	42	93.33
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2.7 – Student Satisfaction Survey

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

https://stcchzb.ac.in

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

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

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

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

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	SANSKRIT	1	0.5
International	ZOOLOGY	1	7.5

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

Department	Number of Publication
ENGLISH	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A Refereed Journal of Humanities and Social Science	Editorial Board	The Intellectual Voice	2020	2	30	ST Columbas college
journal	editorial board	inward eye	2020	2	25	ST Columbas college
A Refereed Journal of Humanities and Social Science	Editorial Board	The Intellectual Voice	2019	2	30	ST Columbas college
journal	editorial board	inward eye	2019	2	25	ST COLUMBAS COLLEGE
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	32	2	Nill
Presented papers	Nill	2	Nill	Nill
Resource persons	Nill	Nill	Nill	Nill
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NATIONAL ROAD SAFETY WEEK	NSS	3	75
SWACHHCTA DIWAS	NSS	3	45
CLEANLINESS DRIVE	NSS	3	54
HEALTH AWARENESS PROGRAMME	NSS	1	50
BLOOD DONATION CAMP	22 Jh BN NCC Hazaribag	1	34
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

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

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

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

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with LCD facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	16.11.01	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	65571	1585000	Nill	Nill	65571	1585000
Reference Books	373	Nill	Nill	Nill	373	Nill
Journals	19	Nill	Nill	Nill	19	Nill
View File						

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

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

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	109	1	1	2	3	2	16	1	0
Added	0	0	0	0	0	0	0	0	0
Total	109	1	1	2	3	2	16	1	0

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

1 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0

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

THE COLLEGE HAS ESTABLISHED THE LANGUAGE LAB THAT USES COMPUTERS TO ENHANCE COMMUNICATION SKILLS OF THE STUDENTS. FURTHER, THE COLLEGE IS TRYING TO UPGRADE ITS LABORATORIES SPORTS COMPLEX AND CLASSROOMS FOR WHICH PROPOSALS HAVE BEEN SENT TO THE UNIVERSITY.

<https://stcchzb.ac.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	000	0	0
Financial Support from Other Sources			
a) National	00	Nil	0
b) International	00	Nil	0

[View File](#)

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

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

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
000	Nil	Nil	000	Nil	Nil
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	640	all ug	all ug departments	VBU, RU BHU and others	PG courses, Med, MSC MCA
2020	760	all ug	all ug departments	VBU, RU BHU and others	PG courses, Med, MSC MCA
View File					

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

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

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

Activity	Level	Number of Participants
football, kabaddi, chess, volleyball, cross country, athletics, hockey	inter college	50
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

several students are selected in departmental countrcils who provide their valuable advice to the department and the college. besides, students union elections are held at regular internvals.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

registration process is under way.

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

alumni meetings are being conducted at regularly

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Institution practices Decentralization and Participative Management. Being a constituent member of the university, the college follows the University guidelines for proper functioning of management. However, in deliverance of its mission and vision, the college practices decentralization and participative management process through different committees set for the purpose. Their involvement and cooperation in devising and implementing decision-making policies for academic and administrative affairs have contributed to the growth

of the college. In order to implement these practices, the institution provides operational autonomy to various functionaries. The most significant among them are: 1. Principal Level: Principal, working as the Head of the institution and chairperson of IQAC, in consultation with Staff Council nominates different committees for planning and implementation of different academic, student-centered and related policies, including: ? Internal Quality Assurance Cell (IQAC) ? Library Management Committee ? Women Cell ? Anti-ragging cell ? SC/ST Cell ? College Annual Magazine Committee ? Prospectus Committee ? College Annual Magazine Committee ? Alumni Association Monitoring Committee ? Students Grievance Redressal Committee ? Purchasing and Building Maintenance Committee ? NSS Committee, Extension Activities Students Welfare Committee ? Sports Committee, etc. ? Online Teaching Learning management council. 2. Faculty Level: Faculty members are given representation in various committees/cells nominated by the principal and the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by Principal and all department heads: ? Admission Sub-committee ? Routine Sub-committee ? Cultural Events Committee ? Student Union Election Sub-committee ? Educational tours, Result analysis, Student seminar and project committee ? Sub-committee for games and sports ? Examination (University College Level) Committee ? Discipline Maintenance committee ? Proctorial Board ? College Infrastructure Cleanliness, Girls Common Room, Water Supply maintenance cell (Formerly Staff Room Cell) ? Teacher- Parent Meet Committee ? Health Centre Committee ? Online Teaching Learning management committee (at Department level) Following committees were constituted in accordance to government guidelines: ? RUSA-PFMS unit ? Placement and career counseling cell ? Sexual Harassment Prevention Women's Grievance Redressal Committee ? Website committee ? Tax Related Sub-committee ? Anti-Ragging Committee ? Press Media Sub-committee ? Internal Complaints Committee ? Service Book Opening Updating Committee

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	? Curriculum Development: Curriculum development ensures that each course is up to date and help students get better quality of education as per time requirement. University has exclusive right to develop curriculum and the constituent colleges follows that curriculum. However, from the feedbacks obtained from students, faculties, alumni and changing socio-economic environment, the college academic council approves recommendations for change in curriculum as and when required, which is forwarded to the university. Further, several teachers of the college are members of curriculum development board who engages in framing the curriculum development.

<p>Teaching and Learning</p>	<p>? Teaching and Learning: For a general development of the teaching-learning process, the following are enunciated: a) Following the master routine classes are engaged strictly. b) Skill development and knowledge enhancing learning processes. c) Use of power-point presentations and other audio-visual aids. d) Regular workshops and seminars. e) Remedial and tutorial classes for weaker students are conducted. f) Assignments, internal tests, quiz programmes, and viva-voce tests are regularly conducted. g) During the Covid-19 pandemic situation the teaching and learning activities were initiated in an online mode, such as Online classes, Webinars, Assignment, internal tests, quiz programmes etc.</p>
<p>Examination and Evaluation</p>	<p>? Examination and Evaluation: The institute follows the examination norms adopted by the University, which is governed by the Bihar examination Act 1981 directive Hon'ble High Court Patna dated 22.12.1995. The university has adopted CBCS system at the graduation and post-graduation levels and therefore the college now follows a rigorous internal examination and evaluation mechanism for all semesters. Usually assessment components are in line with the number of credits allocated to the paper. However, during the Covid-19 pandemic situation, all examination and evaluation processes were conducted through the online mode.</p>
<p>Research and Development</p>	<p>? Research and Development: Research and developmental programs were encouraged with the help of different activities such as, field work, project work, essay, research papers, article writing etc. by the students and faculty members of the college which helps in enhancing the research atmosphere in college premises. The college provides a literature through various reference books, and their exhibits available in the library for the development and encouragement to research ethos. However, during the Covid-19 pandemic situation, some areas of research activities were performed using the online platforms.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>? Library, ICT and Physical Infrastructure/Instrumentations: Library has been updated immensely</p>

	<p>since NAAC 2016. New journals, magazines, and books were procured to establish an academic rigour.</p> <p>Infrastructural requirements get reviewed in the beginning of every academic session. Renovation work of classrooms, hostel facilities and sports complex were carried out.</p>
Human Resource Management	<p>? Human Resource Management: College gives due importance to faculty-improvement programmes, up-gradation of academic knowledge of the teachers and students through participation in seminars, workshops, symposia, conference besides regular classroom teaching. To update themselves in their respective subjects, teachers are advised to undergo training and refresher courses. The college provides the student opportunities to participate in programmes of social issues, through its NSS and NCC units. However, during the Covid-19 pandemic situation most of the aforesaid activities were affected.</p>
Industry Interaction / Collaboration	<p>? Industry Interaction/Collaboration: The college gives emphasis on practical aspects of education. Project work with collaboration to different industries are carried out in several subjects which help in bridging the gap between the industry and the academia. For enhancing the skills among students, the institute collaborated with the Tata Institute of Social Sciences. Experts from industries are invited in order to motivate students towards skill development programme. Also, due to the Covid-19 pandemic the industry interaction/collaboration initiatives were partially/fully affected.</p>
Admission of Students	<p>? Admission of Students: The process of admission starts immediately after the declaration of 12th CBSC/ICSE/State Board results. Online application for admission is invited through the chancellor portal. The selection of students for admission is prepared on the basis of merit (12th/Intermediate Marks) and following the reservation policy of the Government of Jharkhand. Efforts are made to complete the admission procedure by time in order to maintain the academic calendar.</p>

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

E-governance area	Details
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<p>Planning and Development</p>	<p>? Planning and Development: Institute uses online source of operations. The institute uses e-tender notification for developmental work in the college on its website (both online/offline mode). Institute maintains its website http://stcchazaribag.org/ to communicate its philosophy and updates to external stakeholders. Computer system are used to track all personnel details of employees.</p>
<p>Administration</p>	<p>? Administration: The administrative office has been automated electronically. All departments of the institute have been provided with laptops Printers to aid in quick and faster work along with the paperless practices. The administrative activities involve maintenance of infrastructure, upkeep of the flora and fauna of the campus and administrative issues to keep its electronic database for retrieving any information. These are updated every year.</p>
<p>Finance and Accounts</p>	<p>? Finance and Accounts: The institute is planning to fully implement e-governance practices in Finance Accounts, such as: (a) Online fee collection (b) Online salary payment (c) Online payslips and leave records of staffs are maintained.</p>
<p>Student Admission and Support</p>	<p>? Student Admission and Support: The institute provides support to students from entry to exit in various forms, such as for admission in our college, the University invites online application through the online chancellor portal and following the Jharkhand government reservation policy, the students are shortlisted for admission. The institute supports students by the different merit-cum-scholarship programmes run by the state government. Students are supported and updated electronically about the academic activities in the college.</p>
<p>Examination</p>	<p>? Examination: As per university guidelines, University conducts examination for specific papers through OMR sheets. Students can also download admit cards electronically through University on-line portal. The students are provided with the answer sheets which includes candidate information electronically which constrains from any kind of unfair practices. During</p>

the Covid-19 pandemic, the examination was conducted using the online platforms.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
IIT ARPIT COURSE	1	02/04/2020	10/06/2020	45
REFRESHER COURSE	1	12/06/2019	25/06/2019	21
REFRESHER COURSE	1	06/01/2020	19/01/2020	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS	GIS	scholarship

6.4 – Financial Management and Resource Mobilization

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

The college maintains several Accounts, including: Account 'A': The entire income received from different sources are deposited here, including Tuition and Development fee. Account 'B': This Account deals with all salaries and examination funds. Account 'C': This Account includes all funds earmarked for development purpose. Account 'D': This Account includes all funds earmarked for Students' Welfare. Account 'E': This Account includes all funds earmarked for Sports. Apart from this, the UGC fund is utilized as per the guidelines of UGC. Utilization of fund is regularly audited by the CA and submitted to the University for further action.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	State Government. Jharkhand	Yes	Vinoba Bhave University
Administrative	Yes	State Government. Jharkhand	Yes	Vinoba Bhave University

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

The college conducts meetings communicates with the students' parents/guardian at the end of academic calendar year, as well as other educationists of the town and communicate to students. The college invites suggestions from its Alumni members, ex-students and other stakeholders who provide with valuable suggestions. College conducts parent-teacher meets and consequently collects feedback and advice is given bilaterally in respect of enhancing the quality of education as well as teaching method, which eventually helps in creating a better academic environment in the campus. But, the aforesaid activities were also affected due to the ongoing Covid-19 pandemic.

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

The college ensures that meaningful advice of the IQAC is fully adhered to. To achieve this, meeting of staff council is organized as required for the staffs to improve their working system. Meetings with the college staff by the Principal and IQAC helps in effective implementation of the recommendations of IQAC. As part of the faculty development programmes, teachers are encouraged to take up refresher training courses, orientation programmes, attending seminars conferences, workshops, project work, lecture series etc. However, the above mentioned activities were affected partially due to Covid-19 pandemic.

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

1. Develop the college into a deemed university. 2. To equip the teachers with modern technologies of teaching and learning. 3. To incorporate more vocational oriented courses and to strengthen the placement opportunities for students. Also, the college is putting efforts in achieving better grades in NAAC. 4. Various proposal regarding self-financed courses were submitted to the Universities for consideration in the academic year 2019-20.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Yoga Day	21/06/2019	21/06/2019	121	196
National Road Safety Week	18/01/2020	18/01/2020	75	95
obs/gyaenelogocal issues	08/11/2019	08/11/2019	80	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
the college has sent proposals for solar energy initiatives to the government for tapping solar energy as much as possible. further, the college has installed a solar power plant in the library campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	25
Provision for lift	No	Nil
Ramp/Rails	Yes	30
Braille Software/facilities	No	Nil
Rest Rooms	Yes	35
Special skill	Yes	10

development for differently abled students

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	21/06/2019	1	yoga consciousness	physical and mental fitness	320
2019	1	1	08/11/2019	1	obs/gyaenecological issues	biological and psychological issues	80
2020	1	1	19/03/2020	1	dos and donts under covid 19	biological	100
2020	1	1	18/01/2020	1	girl child protection	socio-economic	180
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Special Camp (NSS)	18/01/2020	24/01/2020	49
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

a) water harvesting pits are constructed at newer areas in the college campus b) plantation programmes in various area c) proposals for solar panel and lighting system d) departmental seminars on ways to encourage students to maintain eco-friendly environment e) programmes by NSS to aware the society regarding eco-friendly environment.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- 7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college. • Academic

innovations: Along with regular tests, question bank facilities, remedial classes, proctorial classes as a portrait of academic excellence. • The English Language Laboratory helps in enhancing the communicative skills of the students. • The college has provided training to the faculties for e-admission and evaluation. • Feedbacks from students, parents and alumni both in verbal and written form are taken into consideration for healthy academic ambience. • Conservation of Wildlife is the motto of Sailable. • For the holistic development of the students, Yoga Club organizes regular yoga and meditational practices, while the gymnasium helps in their physical fitness. • Further, the self-defence training makes the students secured and confident. The following are some of the in-house and outreach innovative programmes of the college: Assisting the police in traffic regulation, sensitizing the public in evil impact of addiction at different occasions and outreach programme by the NSS unit of the college. • Road safety programme of NCC in Road Safety Week. • Mega Blood Donation Camp and regular Health check-up camps spreading awareness. • Formation of various Committees i.e. Executive Committee, Finance Committee, Academic Council Board of Studies as Statutory Committees, Examination Committee, Building Committee, Development Committee etc for administrative purposes and quality management to maintain efficiency and transparency. • On-Line admissions to UG courses • Office of the Controller of Examinations has been completely computerized to carry out all examination related works including result processing and publication. • Most of the departments and office have been supported with ICT tools • Library has been made automated. • Making IQAC fully functional • Keeping tab on the regular classes with provision for remedial and extra classes for completion of courses on time. • Strict adherence to Academic Calendar. • Dress Code has been introduced. • Strategic planning, team work and emphasis on e-administration. • Proper functioning of the Grievance Redresal Cell, Career Counselling Cell, Women Harassment Cell and anti-ragging cell. • Support services are outsourced as per Government guidelines • Qualified Guest/ contractual faculty members are engaged for ensuring quality education • Seminars and project works have been made compulsory from UG to PG • Interdisciplinary courses have been introduced • Ramps have been provided to the persons with disability. • Women self-defence training is imparted. Our college is the nodal centre with many trained girls who train girls in other colleges.

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

<https://stcchzb.ac.in/>

7.3 – Institutional Distinctiveness

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

• 7.3.1 Elaborate on any two best practices in the given format, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college. Title of the practice - "YOGA AND MEDITATION: INNER STRENGTH TO FACE OUTER STRAIN" • GOAL:- Harmony, metaphorically may be termed as a state of internal peace. More precisely it means an alignment between one's emotional state, intellectual understanding and external action. It will also bring in an 'absence of fragmentation', which does not mean the complete absence of internal tension. There will always be a certain degree of tension as one constantly faces new situations and in utilizing one's emotional and intellectual energy to bear upon them. However, this tension can be confined within the limits of one's strength of character. This wholesome development of an individual can be called the formation of an 'Authentic-Self' and that is the goal of the Yoga Club. Girl students need catalytic moral booster through

an appropriate regimen of proper mental preparation and ability training in growing their inner strength to cope with all external strain and stress of life. • CONTEXT:- It is highly imperative to prepare the girls to cope with the future challenges with proper development of their body, mind and soul to develop a balanced personality, who does not rejoice in happiness nor break down in sufferings. Furthermore, to cope with the changing needs of personal, domestic as well as professional life. • PRACTICE:- Holistic development is the dynamic motto of higher education. Fitting the girl students to three aspects of a human being, i.e. physical, mental and intellectual the practice renders all possible manifestations in their personality to be a complete woman. With a trainer, the practice has become a part of the students' routine. All are free to join Yoga and Meditation classes in addition to their academic engagement.

This innovative practice has gained mass students' appeal. • EVIDENCE OF SUCCESS:- After undergoing counselling by their Proctor, few mentally disturbed and psychologically upset (due to their personal reasons) students attended this Yoga and Meditation class. Sometimes they were even compelled to attend the class for their own benefit. However, after undergoing such training, their depression was eliminated to a great extent. They returned to the mainstream of student folk leading a normal and joyful life. In addition, some students with certain physical deficiencies have been able to override their shortcomings. Their physical strength has been reflected in their mental ability and academic performance. • PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:- Problems encountered are mostly confined to adjustment of Yoga and Meditation class within the scheduled time frame by which more number of students can attend the same. Since no financial support is provided by the higher authority the trainer, who happens to be the P.E.T. of this college provides free service for the better interest of the students and the institution on the whole. Title of the practice - "AESTHETICA: HERBAL MEDICINAL GARDEN"

Provide the weblink of the institution

<https://stcchzb.ac.in/>

8.Future Plans of Actions for Next Academic Year

the college is in its 4th year of post accreditation. as such, several new initiatives are to be taken for the next one year considering several achievable targets that could not be achieved due to covid-19. PG courses in several more subjects are to be introduced. infrastructure development has to be paid heed. implementation of modern and dynamic system of MIS is to be done. webinars are to be conducted on a large scale considering the difficulty in organizing offline seminars in post-covid situation