



Yearly Status Report - 2016-2017

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		sktoppo@gmail.com
Alternate Email		info@stcchazaribag.org
Address		COLLEGE MORE, RANCHI PATNA ROAD
City/Town		HAZARIBAG
State/UT		Jharkhand
Pincode		825301
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@stcchazaribag.org

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	19-Dec-2016 01	13
MEETING OF IQAC	10-Jun-2016 01	15

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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
nil	nil	nil	2017 00	0

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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)

1. Library automation work being carried forward. 2. Library reading room fully equipped. 3. planning and mapping of college campus done under IQAC. 4. IQAC ensured updation of all departments. 5. RFID enrolment increased.

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

Plan of Action	Achivements/Outcomes
a) Mapping of college campus. b) Library Automation work. c) Office automation work.	a) College campus was mapped successfully. b) Library automated. RFID implemented. c) Office automation done. NonTeaching staff being trained to use computer.

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	10-Jan-2017
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

? At the beginning of each academic session, faculty members from respective departments provide scheduled lesson plans to H.O.D., which is first thoroughly scrutinized by them and then displayed on the department notice board. ? Copy of these lesson plans is being maintained by the department in the form of hard as well as soft copy. Lesson plans are designed and fabricated in such a manner, that the students may have a crystal-clear understanding regarding their curriculum for the upcoming session. ? The college also possesses facilities for lecture delivery via power point presentations. Further, we are planning for installing smart boards and upgrading the classes with smart audio video systems in the next session. ? For under-performing students, tutorials & mentoring programs are being run by the institution. Periodic assessments are conducted for monitoring the student's growth in the ongoing session. ? We also plan to share the assessment transcripts with the individual students for developing a better feedback system of internal assessment in the upcoming session.

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
NIL	NIL	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Honours	25/06/2016
BCA	Under Graduate	25/06/2016
Nil	POST GRADUATE	25/06/2016

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
nil	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Socio Economic	175
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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 maintains a feedback system via various committees in order to ensure and analyze the academic excellence at student and faculty level. ? These committees conduct scheduled analysis on the basis of the performance of respective students and faculty for each department. Based on the data generated through these reports, the institution takes requisite steps in coming academic session to thoroughly harness the potential of the teachers upgrade the quality for infrastructure as per demand. ? The college has an IQAC, which is in constant touch with all the departments and regularly supervises them to improve their performance regularly. Further, under the guidance of IQAC, various committees like carrier guidance, anti-ragging, etc. are functional to reinforce the curriculum and maintain an adequate educational environment in the college by providing upgraded information and taking time and appropriate measures as and when required. ? We are also continuously trying to upgrade the supervision system for better and smooth functioning of the institution,, for instance the college is planning to set up a anti sexual</p>

harassment committee soon. ? The institution has a system for physical submission of feedbacks. Feedback is collected by the respective committee from all stakeholders, including, students, parents, teachers and alumni. ? An annual alumni meeting is conducted by the college in which feedbacks and suggestions are received by them, further alumni feedback is also obtained during their random visit to college anytime during the academic year. ? The acquired feedback data are presented in academic council meeting of the college that caters to the delivery of curriculum, based on which the council makes necessary amendments in ongoing curriculum delivery. ? Reports of assessed feedback are submitted to the head of the institution and through proper channel, they are forwarded to the university with a request to make necessary alternations in the curriculum for future sessions. ? In near future, the institution plans to develop an online system to obtain the feedback through college website, i.e. creating a separate Feed blog for all the possible stakeholders. We are also taking initiatives to develop a system for obtaining feedback through personal mail department wise.

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
BCA	Computer	50	50	49
BSc	Biotech	50	50	44
BEd	Education	100	100	100
MSc	Chemistry	18	32	18
BSc	Honours	816	1422	712
BA	Honours	2048	2751	1736

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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
2016	2641	18	50	Nil	8

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
50	10	8	8	8	11

[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 believes in counseling and mentoring the students towards their academic enrichment. For this purpose, we reach the students through the following ways: 1. Career Counseling Cell: The career counseling cell of the college helps the student to have a broad idea of the career prospects available after graduation and post-graduation in their respective fields. 2. Placement Cell: The placement cell helps the students to go for campus placement opportunities from time to time. This also helps to increase the confidence of the students who attend those placement drives. 3. Seminar and Workshop Committee: The seminar committee conducts departmental seminars on a scheduled basis that enables broadening of ideas of students. It further gives opportunity to interact with good speakers and knowledgeable resource persons coming for the seminar.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2659	50	53

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	45	41	Nil	39

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
2017	Dr. Shatrughna kr. Pandey	Assistant Professor	(NATIONAL)' Best officer in theme' Officer Training Academy, Kamptee, Nagpur
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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
MSc	POST GRADUATION	SEMESTER	01/06/2016	01/07/2016
BSc	HONOURS	SEMESTER	01/06/2016	14/07/2016
BA	Honours	Semester	01/06/2016	14/07/2016
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

? The college has introduced CBCS since 2015-18 session. ? Under CBCS guidelines, continuous Internal Evaluations are being done under the directives of Principal and Controller of Examinations of the college. ? Examination Department of the college provides a schedule/routine which all departments strictly adhere to. ? 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.

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

The college is a constituent unit of Vinoba Bhave University, Hazaribag. Academic calendar is prepared by the university, and the college is expected to follow the same. However, the college also schedules its own academic and co-curricular calendar in adherence with the university calendar and the cultural as well as sports-centred activities.

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	Hons.	1129	1055	93.4
BSc	BSc	Biotech	686	608	88.6
M.Sc	MSc	Chemistry	13	12	93.3
B.Ed	BEEd	Education	100	99	99.0
BSc	BSc	Hons.	47	44	93.6
BCA	BCA	Computer	49	46	93.8

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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)

<http://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
Nil	00	nil	0	0

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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
nil: No seminars/workshops conducted.	nil	

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
nil	nil	nil	Nil	nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	1	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	ARTS/ SCIENCE	16	0.5
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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
ARTS/ SCIENCE	3
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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
nil	nil	nil	Nil	0	nil	Nil
View File						

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
Journal	Editorial Board	Inward Eye	2016	2	25	St columbas College Hazaribag

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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	Nil	8	4	12
Presented papers	Nil	6	Nil	6
Resource persons	Nil	Nil	Nil	Nil

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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
Blood Donation Camp	22 JH. BN. NCC. Hazaribag	2	45
Pulse Polio Abhiyan	District Administration	1	80
Environmental awareness	22 JH. BN. NCC. Hazaribag	10	80
Nasha Mukti Abhiyan	22 JH. BN. NCC. Hazaribag	5	85
Beti Padhao Beti Bachao	22 JH. BN. NCC. Hazaribag	10	90

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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
Nil	Nil	Nil	Nil

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS Awareness	22 JH. BN. NCC. Hazaribag	Rally with Slogans	5	90
Gender Issue	22 JH. BN. NCC. Hazaribag	Rally with Slogans	10	82

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculties Students Exchange	64	Self Finance	365
Job Training Excel	80	VBU/TISS	30
Project Work	360	VBU	15
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
nil	nil	nil	Nil	Nil	00
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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
TISS	13/03/2016	Job Training	48
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

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

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Video Centre	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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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	64379	1000000	Nil	Nil	64379
Reference Books	373	Nil	Nil	Nil	373	Nil
Journals	19	Nil	Nil	Nil	19	Nil
Digital Database	20000	Nil	Nil	Nil	20000	Nil
Library Automation	1	Nil	Nil	Nil	1	Nil

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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
nil	nil	nil	Nil

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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	50	1	1	1	1	2	5	1	0
Added	30	0	1	0	0	8	18	0	0
Total	80	1	2	1	1	10	23	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
nil	nil

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	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	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)

• Available infra-structure of the college is being utilized by the students, teaching and non-teaching staff. • Students and teachers of various faculties use library and other related components regularly. Teacher always encourages student to use library facilities. • In this institution, there is a culture of sports, NSS, NCC, youth festival and cultural activities. • Students actively take part in university functions as per the annual calendar prepared by the university. • Besides, inter-departmental healthy competitions are held in the college wherein also active participation of the students is encouraged • Classroom teaching has been facilitated by modern educational equipment that has helped in delivering lectures both in the traditional as well as modern techniques.

<https://www.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	e-kalyan Jharkhand, Govt.	5179	0
Financial Support from Other Sources			
a) National	Minority/Maulana Abul Kalam Azad	329	0
b) International	Nil	Nil	0

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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
PD	23/08/2016	120	22 JH.BN.NCC, Hazaribag
YOGA	21/06/2016	130	22 JH.BN.NCC, Hazaribag

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed

2016	Career Counselling	116	200	116	8
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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
ICICI Prudential	60	8	00	Nil	Nil
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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
2017	449	ALL UG	B.A., B.Sc., BCA, Bio-tech, B.Ed.	VBV, BHU, RU, Du, DSPMU, CUJ, JNU	PG, M.Ed., M.Sc., MCA, M.Sc. Bio- tech
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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
NET	3
Any Other	30
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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, kabbadi, chess, volleyball, cross country, taekwondo, athletics, hockey, cricket	Inter college	45
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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
2016	RDC	National	3	Nil	NA	Abhiraj Sudama Prasad Kushwaha Sandeep Kumar Sharma
2017	TSC	National	2	Nil	NA	Suchita Kashyap Kunti Kumari
2017	DSC	National	1	Nil	NA	Hemanti Kumari
2017	IMA	National	2	Nil	na	Suchita Kuari Kunti Kumari
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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)

According to the guidance of UGC and state government university acts, election of students union was held three years back in the college but due to the non-announcement of date by the university the fresh election of students union has not been held till date. However, the students voice is taken into consideration, if found necessary.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The registration of alumni association is under process.

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 association meeting takes place regularly. The alumni are in regular touch with the college activities through different online and offline platforms.

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-centred and related policies, including: ? Internal Quality Assurance Cell (IQAC) ? Library Management Committee ? Women Cell ? Anti-ragging cell ? SC/ST Cell ? Prospectus Committee ? College Annual Magazine Committee ? Alumni Association Monitoring Committee ? Students Grievance Redressal Committee ? Purchasing and Building Maintenance Committee ? Sports Committee, etc. 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 ? 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 Following committees are constituted in accordance to government guidelines: ? RUSA-PFMS unit ? Placement and career counseling cell ? Sexual Harassment Prevention Women's Grievance Redressal Committee ? Website 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)?

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	? Admission of Students: The process of admission starts immediately after the declaration of 12th CBSC/ICSE/State Board results. The selection of students for admission is prepared on the basis of their 12th Marks and following the reservation policy of the Government of Jharkhand. Efforts are made to complete the admission procedure by the end of June to ensure timely commencement of the academic session from July.
Industry Interaction / Collaboration	? Industry Interaction/ Collaboration: The college gives emphasis on practical aspects of education. Project work with respect to different industries are carried out in

	several subjects in order to bridge the gap between the industry and academia.
Human Resource Management	? 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, besides regular classroom teaching.
Library, ICT and Physical Infrastructure / Instrumentation	? Library, ICT and Physical Infrastructure/Instrumentations: Infrastructural requirements were reviewed in the beginning of academic session. Renovation work of classrooms, hostel facilities and sports complex were carried out
Research and Development	? Research and Development: Despite the fact that the college is not a research institute, faculty members of the college, along with the students enrich their teaching and learning process through research work, study tours to places of academic interest, prepare projects and models to diversify their knowledge. The college provides a vast literature through various reference books, and their exhibits available in the library for the development and encouragement to research ethos.
Examination and Evaluation	? 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.
Teaching and Learning	? Teaching and Learning: For a general development of the teaching-learning process, the following are enunciated: a) Rigorous classroom teaching based on tight schedule. b) Skill development and knowledge enhancing learning process. c) Use of power-point presentations and other audio-visual aids. d) Regular workshops and seminars. e) Assignments, internal tests, quiz programmes, and viva-voce tests are regularly conducted.
Curriculum Development	? Curriculum Development: University has exclusive right to develop curriculum and the college follows that

curriculum, being a constituent unit of the university. However, from the different 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 that is forwarded to the university. Further, several teachers of the college are members of curriculum developments boards of Vinoba Bhave University and other universities of the state.

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

E-governance area	Details
Planning and Development	<p>? Planning and Development: Institute uses online source of operations. The institute uses e-tender notification for developmental work in the college. Institute maintains its website https://stcchzb.ac.in to communicate its philosophy and updates to external stakeholders.</p>
Administration	<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</p>
Finance and Accounts	<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 pay slips and leave records of staffs.</p>
Student Admission and Support	<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 form and use to provide the shortlisted candidates for admission. For student scholarships the institute use to apply application through the e-kalyan portal of the state government.</p>
Examination	<p>xamination: As per university guidelines, University conducts examination for specific papers through OMR sheets. Students can also download their admit cards electronically through University on-line portal.</p>

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
Nil	nil	nil	nil	Nil
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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)
Nil	nil	nil	Nil	Nil	Nil	Nil
View File						

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
Refresher programme	1	08/07/2016	28/07/2016	21
workshop on innovative paradigm for teacher education	2	14/01/2017	14/02/2017	01
workshop on saksham hai hum	2	10/04/2016	10/04/2016	02
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
45	45	43	43

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)

accounts department of the college maintains all records of income and expenditure. for this, the college maintains several accounts, including: 1.

Account A: The entire income received from different sources are deposited here. 2. Account B: This account deals with all salaries and examination fund. 3. Account C: This account includes all funds earmarked for development purpose. 4. Account D: This account includes all funds earmarked for students welfare. 5. Account E: This account includes all funds earmarked for sports. all accounts except Account A are being operated by the college. these accounts are operated by double signatures, the Principal and Bursar. besides, there is a daily collection registrar, namely DCR I and DCR II which is maintained by the counter clerks of the respective faculties, which are maintained by the cashier. the institution regularly conducts internal financial audits. besides, the utilization of funds received are audited by the Chartered Accountant hired by the college and submitted to respective higher authorities.

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
Nil	0	N/A
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

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

Regular feedbacks are obtained from parent-teacher meetings held in the college from time to time. the following support is available for the same: 1. Feedback / monitoring system regarding dissemination of information about their ward has been provided by parents. 2. Parents/guardian actively supported steps towards regular assessment of their ward in the college conducted through internal examination system. 3. Parents/ guardians readily encourage their ward in participating all college-centric activities. they themselves visit the college as an when required and consult the respective departments.

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

To enrich the quality of work of the support staff, the college, through its IQAC, organises several programmes. orientation sessions are organized from time to time for the staff. regular meeting with the teaching and non-teaching staff is being conducted. effective implementation of the college activities is ensured through the support staff.

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

With the college just been accredited by NAAC, we continue with our initiatives in enriching the academic culture of the college. for this, the

following initiatives are being taken: 1. renovate the buildings and improve infrastructure. 2. introduce new courses at the highest level. 3. equip the teachers to modern ICT tools and techniques.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

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
2016	a) mapping of college campus.	10/06/2016	13/06/2016	29/07/2016	10
2016	b) Library automation work	10/06/2016	13/06/2016	20/12/2016	15
2016	c) Office automation work	10/06/2016	13/06/2016	15/06/2016	16

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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
Celebration on world Hemophilia day	17/04/2016	17/04/2016	303	77
Mother's day	10/05/2016	10/05/2016	333	178
National Service scheme day	24/09/2016	24/09/2016	226	403
International day of girl child	11/10/2016	11/10/2016	397	348
Organized women's day seminar	24/11/2016	24/11/2016	407	328

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
Planning to install solar system on the roof of the college library building

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	21
Ramp/Rails	Yes	21
Rest Rooms	Yes	50
Special skill development for differently abled students	Yes	34

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
2017	2	2	03/03/2016	7	Gender Equity	The Girls Child Protection	414

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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)
prospectus of college	30/06/2016	the college uses printed prospectus to students, parents so that academic ethics code of conduct of the college expected from stakeholders can be informed.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood donation camp	08/05/2016	09/05/2016	38

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

- Plantation programs lunched
- Disposal tanks established for proper disposal of E. Water.
- Initiaves taken to establish new solar energy set-up.
- Departmental drives of cleanliness
- Departmental seminars on ways to make campus eco-friendly.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

(A) Best Practices - I 1. Title of the practice: Extension activities Learning Scheme. 2. Objectives of the practice: To give benefit to the students coming from rural areas and who are economically backward, intelligent, needy and

financially hard pressed. To develop a student as a multifaceted personality with academic excellence and commitment to an egalitarian society. To prevent students from avoidable distractions and engage them in meaningful positive activities. 4. The Practice: The units of NSS, NCC, Teachers and Staff association are working in the college. The students, teachers and staff are involved in the activities of different voluntary organization. Their involvements include blood donation camps, organizing awareness camps like AIDS awareness cancer awareness, awareness programmed against child labor, Drug addiction Gender sensitization, drive against domestic violence and promoting swachhat abhiyan. With such efforts, a feeling of togetherness among students is developed which is expected to change their perspective towards life and extend a helping hand with an alive inspiring empathy and sympathy. 5. Evidence of Success. Through the extension activities for students, the college has been successful in spreading the light in the lives of the beneficiaries of such extension activities be it the students or the society. The students have realized the challenges of modern systems where the social and economies conditions of the people. Student's participation in various social cultural activities has greatly influenced them. (B) Best Practices - II 1. Title of the Practice: Career Counseling and Skill Development: The main objective of college is to improve the quality of students and prepare them for a bright future. The career counseling and skills development is a relevant programme run in the college with the vision of improving the quality of students on competitive world of employment and self-employment. 2. Objectives of Practice: The program has following objectives. • Made available to provide skill development facilities to the students. • Constrict the students with scientific, analytical and logical temperaments through regular counseling. • Develop the communication skills of the students through continuous interactive session. • Prepare the students to be successful in generating self-employment and be market leader innovative practices. 4. The Practices. The regular training session of the students on English language apart from Hindi and Urdu has made a good impact. The participation of students in group discussion internal seminars, drama, dances, songs, and other cultural activities improve the communication skills. The knowledge of basic computers reading habits through the library, pre-placement mock interviews are well-organised by carrier counseling and placement cell. 5. Evidence of Success. The feedback obtained from students and parents on the usefulness of skill development through carrier counseling and placement cell shows that they appreciate this system of the college. The parents seek admission of their ward in our college so that they may get such facility adopted by the college.

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

St. Columba's College is running with the mission of progress and enlightenment. The vision of the college to impart such education that makes pure heart and broaden the vision to view the wonderful world. The vision of the college focuses on development into premier institution of higher education and be an active component of national education system. Develop human resource of high caliber that is nationally comparable and internationally acceptable with the counterparts, which will empower students to cope with competitive needs in the changing global scenario and reach the unreached and serve the unserved with education. the vision of the institution is to mould and empower students in the pursuit of knowledge values and social responsibility and help

them achieve excellence in various fields thereby also preparing them to face global challenges.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

with the institution going for accreditation in the current year, it plans to continue its development agenda in terms of academic, co-curricular and infrastructural facilities. for the purpose, it envisages to focus on the following: 1. Further development of RFID for all students and modernise library facilities. 2. To introduce new courses in the college. 3. to further develop and modernise the laboratories. 4. to introduce new infrastructure to augment the old buildings. 5. To enlist in NIRF.