



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		ST. XAVIER COLLEGE
• Name of the Head of the institution		DR. FRANCIS CHEERANGAL
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		8413085405
• Mobile No:		8974533218
• Registered e-mail		stxaviercollegejalukie@gmail.com
• Alternate e-mail		
• Address		ST. XAVIER COLLEGE
• City/Town		JALUKIE TOWN
• State/UT		Nagaland
• Pin Code		797110
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Co-education
• Location		Rural
• Financial Status		Self-financing

• Name of the Affiliating University	NAGALAND UNIVERSITY
• Name of the IQAC Coordinator	MR. GAIKULUNG ANDREW PANMEI
• Phone No.	8413085405
• Alternate phone No.	
• Mobile	9366570787
• IQAC e-mail address	iqac@stxaviercollegejalukie.org
• Alternate e-mail address	gaikulungandrew@gmail.com
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.stxaviercollegejalukie.org/aqar
4. Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.stxaviercollegejalukie.org/uploads/Pathways-2022.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.12	2023	14/03/2023	13/03/2028

6. Date of Establishment of IQAC

02/12/2019

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Grant-in-Aid	Department of Higher Education, Govt. of Nagaland	2022-23	100000,
Institutional 1	Grant-in-Aid	Department of Higher Education, Govt. of Nagaland	2022-23	50000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9. No. of IQAC meetings held during the year	04
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
NAAC accreditation with Grade A	
An e-rickshaw is obtained from the Governor of Nagaland for the Women's Cell.	
Promoted plantation of more trees including fruit trees as part of Green Campus Initiatives.	
A fountain was constructed in the middle of the college park.	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
ACADEMIC a) Induct new lecturers in all the department b) NAAC Accreditation	a. Inducted 9 new faculty members for the academic session 2022-23 b. Successfully NAAC Accreditation process on 14th March 2023 with Grade 'A', CGPA 3.12
CO-CURRICULAR ACTIVITIES a) Student Exchange Program	a. Participated in the Harmony Festival, Kerala from 7-9 January 2023 b. Organized and attended Student Exchange Program with Mar Ivanios College (A), in Kerala from 10-18 January 2023
AUDITS a) Green audit b) Energy audit c) Academic and Administrative Audit	a. Green Audit was done on 28th July 2022 b. Energy Audit was done from March-July 2022. c. AAA was done on 29th September 2022
SIGN/RENEW MOUS WITH INSTITUTIONS AND FIRMS	a. E-waste management- Signed on 20th July 2022 b. DAN- Renewed on 4th April 2022 c. Department of Education, SJU- Signed on 15th August 2022 d. Don Bosco College Kohima- Signed on 12th August 2022 e. CHRISTE- Signed on 25th January 2023
Development of infrastructure and Learning resources	Outcomes are listed below
Refectory	Under Construction
College Chapel	Under construction.
Toilets for students	Accomplished, inaugurated on 6th March 2023
Parking Lot	Accomplished, inaugurated on 22nd August 2022
Install Solar Panel for power backup	Accomplished, installed solar panel in college and hostels on 29th August 2022

Waste Management (Bio and Non-bio and Glass)	Accomplished on 10th August 2022
Rainwater Harvesting	Accomplished on 20th February 2023
Room extension for domestic staff	Accomplished on 2nd February 2023
Rostrum Extensions	Accomplished on 18th February
Futsal Ground	Accomplished on 7th October 2022
Extension of Canteen	Accomplished on 23rd March 2023
Basket Ball Court (Renovation)	Accomplished on 18 March 2023 and inaugurated on 12th May 2023
College Gate	Accomplished on 28th April 2023
Extension of Staff quarter	Accomplished on 10th January 2023
Box Road	Accomplished on 16th January 2023
Outdoor Gym	Accomplished on 22nd February 2023
Smart Board	Purchased and installed on 28th February
Sound System: New Sets	Accomplished on 3rd January 2023
Almirah for the Departments (6) and Office (4), Projector (2)	Accomplished on 30th January 2023
6 chairs (staff), 120 armless chair	Purchased on 28th November 2022
Painting of college Building	Accomplished on 24th February
Library Automation & Office Management System	Development and installation- 18th February 2023 Training of Staff- 13 & 14 April
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Academic Council	16/12/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023	14/02/2023

15. Multidisciplinary / interdisciplinary

St Xavier College Jalukie is fully prepared to introduce multidisciplinary/interdisciplinary programmes, as per the provisions and requirements of the National Educational Policy, subject to the guidelines of the Nagaland University. The curriculum of the present programmes can be revised accordingly. The college also has implemented CBCS/FYUGP system which allows students to choose courses from different disciplines. We have proposed new vocational programmes related to Agriculture/Horticulture and IT/Computer Science in which there are provisions for incorporating courses from different disciplines.

The college has also applied for multidisciplinary skill courses under NSQF Aligned Courses of Sector Skill Council, aligned to Skill India programme, which gives a list of more than 1000 multidisciplinary courses.

16. Academic bank of credits (ABC):

As of now the University provisions do not accommodate this innovative step in the field of higher education. However as and when the parent University onboards this system we are prepared to implement it. The ABC system is transparent, and permits anywhere anytime learning. Students can also learn at their own pace and the multiple entry multiple exit system would be beneficial for students.

17. Skill development:

One of the pillars of education, as per globally accepted norms, is 'learning to do'. We believe that higher education should also enhance the skill developments in students. At present, we give skill courses like Computer Techniques, Tailoring, Poultry farming, Archery, Fish farming, Mushroom cultivation, Agricultural Farming, Paper Bag making, etc.

As mentioned above, the college has also applied for

multidisciplinary skill courses under NSQF Aligned Courses of Sector Skill Council and NSDC.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

St Xavier College has proposed some steps to appropriate integration of Indian Knowledge system.

1. The College is situated in Nagaland and vast majority of students are tribals. Hence, cultural components are included in the curricular and cocurricular activities.

2. The College proposes to include offer courses in local languages alongside English, and also promote multilingual communication in classrooms.

3. Adequate weightage will be given to knowledge delivery through online courses.

4. The NCC cadets and NSS volunteers are trained in Yoga and we intend to extend this to the whole student community.

5. Local festivals and events are celebrated within the academic calendar.

6. To incorporate traditional knowledge systems into relevant courses.

7. Encourage interdisciplinary studies that blend traditional and modern knowledge.

8. Align courses with local skill needs and employment opportunities.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The University of Nagaland has implemented OBE based curriculum and we have also introduced the same. Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are given in the curriculum of various programmes and the same is communicated to students. Various components of these outcomes are mapped into the curriculum.

20.Distance education/online education:

We are ready to start distance/online courses as per the provisions of NEP. This will help the college to reach out to a wider section

of society.

The locational specific courses of the North East can be offered to anyone across the world through this facility of Page 16/70
24-01-2023 08:46:56 Self Study Report of ST. XAVIER COLLEGE online courses.

The geographical area of the state is so vast and sometimes it is not easy for all students to access education in direct mode. For such students distance/online mode will be beneficial.

St Xavier College is a Study Centre (No. 2021) of the IGNOU and currently distance Education is effected through IGNOU programmes. There are 95 students enrolled for IGNOU programmes in the year 2022.

Extended Profile

1.Programme

1.1	86
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	442
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	240
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	123
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	23	
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	22	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	15	
Total number of Classrooms and Seminar halls		
4.2	156.51 lakhs	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	50	
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

St. Xavier College, Jalukie ensures effective curriculum delivery through a well planned and documented process to provide quality education and optimize the teaching-learning experience. The management and faculty identify the students' learning requirements

and goals and ensure a well-rounded education considering both academic and non-academic aspects. The college formulates a clear curriculum framework that aligns with the objectives of each course. It specifies learning outcomes, content, teaching methodologies, and assessment strategies. It is designed to be flexible and adaptable, allowing for updates and improvements.

The college prioritizes faculty development through workshops, training programs and seminars.

Moving away from the traditional lecture-based teaching, the faculty employs participatory learning methods like group discussions, presentations, case studies, project works, and practical sessions. The institution encourages digital tools and technology to enhance learning experience.

The institution emphasizes continuous feedback to identify strengths, weaknesses, opportunities, and challenges. To ensure transparency and consistency, the college maintains documentation of detailed course plans, lesson plans, syllabus plan, learning-reading materials, question bank, and assessment rubrics making them accessible to students for reference and review.

The institution encourages dialogue among faculty, students and management to foster learners' friendly environment thereby providing a transformative learning that prepares students' future endeavors.

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

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

St. Xavier College, Jalukie maintains an effective academic calendar including for the conduct of continuous internal evaluation (CIE). The College academic calendar, a roadmap for the academic year, includes important dates of academic and co-curricular activities. Students, Faculty, and administrative staff are well-informed to plan and execute their academic commitments systematically.

The conduct of continuous internal evaluation is an integral part of

the College academic calendar. This practice involves the assessment of students' performance throughout the semester, encouraging regular evaluation and feedback. It aims to gauge students' progress, identify strengths and weaknesses, and help them improve their learning outcomes. Assessment methods include quizzes, assignments, presentations, and class participation, ensuring a comprehensive evaluation of students' overall academic growth. Significantly, CIE promotes an engaging learning environment through discussions and students' feedback to enhance critical thinking and problem-solving skills. The feedback received during continuous evaluation empowers students to take ownership of their learning journey, fostering a sense of responsibility and self-discipline.

By adhering to the academic calendar and continuous internal evaluation, the college upholds its commitment to providing quality education and an inclusive learning environment. The college's dedication to this comprehensive approach to education prepares students for academic excellence and individual's holistic growth.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

06

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

05

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

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

130

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

130

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

1.3 - Curriculum Enrichment

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

St Xavier College, Jalukie emphasises on holistic education by incorporating crosscutting issues into its curriculum. The integration of these crucial elements, including professional ethics, gender awareness, human values, environmental consciousness, and sustainability, fosters a well-rounded and socially responsible learning experience for its students.

The inclusion of professional ethics cultivates ethical decision-making and integrity among students, preparing them for responsible professional roles. Gender awareness ensures that students are equipped with the understanding of gender dynamics, promoting inclusivity and equality in all aspects of their lives.

Human values are a cornerstone of the curriculum, emphasizing empathy, compassion and respect for diverse perspectives. This nurturing of values contributes to the development of socially conscious individuals who contribute positively to society.

Environmental consciousness and sustainability are pivotal in today's world. By integrating these concepts, the college equips students with the knowledge and skills to address pressing environmental challenges and make sustainable choices in their personal and professional lives.

Overall, St Xavier college Jalukie curriculum integration of crosscutting issues not only imparts academic knowledge but also instills essential life skills. This forward-looking approach prepares students to become responsible global citizens, competent professionals and compassionate contributors to a more equitable, ethical and sustainable world.

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

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

1

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

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

123

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students
Teachers Employers Alumni

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.stxaviercollegejalukie.org/feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

240

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

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

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

160

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution prioritizes student growth and development by conducting comprehensive assessments to gauge individual learning levels. This proactive approach enables the college to tailor education to the unique needs of each student. Specialized programs are crafted for both advanced learners and those who may require additional support.

For advanced learners, the institution offers enriched and accelerated coursework, ensuring they are consistently challenged and engaged in their academic journey. These programs are designed to stimulate critical thinking and provide opportunities for these students to excel.

In the case of slower learners, the institution implements targeted remedial measures. This involves personalized attention, additional support materials, and individualized instruction to help students catch up and bridge any learning gaps. Regular retests are administered to track progress and fine-tune the educational approach.

This commitment to differentiated learning not only maximizes each student's potential but also promotes a holistic and inclusive educational environment where all learners have the opportunity to thrive and succeed at their own pace.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
442	23

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student-centric methods, including experiential learning, participative learning, and problem-solving methodologies, have emerged as powerful tools to enhance the educational experience in the college. Student centric learning methods are manifested through debates, quizzes, classroom presentations, group discussions, project works, webinars/seminars, etc. These approaches help learners to shift focus from traditional teacher-centered models to active engagement, fostering a dynamic and immersive learning environment.

Experiential learning places students at the center of their education by emphasizing hands-on experiences and real-world applications. Participative learning encourages collaboration and interaction among students, creating a community of learners. This approach values the diverse perspectives and experiences students bring to the classroom, enriching the overall learning process. Problem-solving methodologies challenge students to think critically and analytically. By presenting complex problems, students are prompted to explore solutions, fostering independent thinking and decision-making skills. These methods not only enhance academic proficiency but also cultivate essential life skills such as teamwork, communication, and adaptability.

Incorporating student-centric methods into college education not only improves retention and comprehension but also nurtures a passion for learning. As colleges strive to prepare students for the challenges of a rapidly evolving world, these innovative approaches play a crucial role in shaping well-rounded, adaptable, and empowered individuals.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

In the modern educational landscape, teachers harness the power of Information and Communication Technology (ICT) through tools such as PowerPoint presentations (PPT) to enhance the teaching and learning experience. These digital aids enable educators to create dynamic, interactive, and visually engaging content, transforming traditional classrooms into dynamic and immersive learning environments.

By incorporating PPT presentations into their lessons, teachers can effectively convey complex information and ideas in a structured and easily digestible format. This multimedia approach not only caters to diverse learning styles but also holds the attention of students, fostering better understanding and retention of the subject matter. Additionally, PPTs facilitate the integration of various multimedia elements, such as images, videos, and links, providing a rich and comprehensive learning experience.

Furthermore, ICT-enabled tools like PPT empower teachers to adapt their teaching methods to the digital age, offering flexibility for remote and blended learning scenarios. This technology-driven approach not only supports traditional pedagogical methods but also equips students with essential digital literacy skills for the 21st century. In essence, ICT-enabled tools like PPT have become indispensable assets in the hands of educators, fostering a more engaging and effective teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.stxaviercollegejalukie.org/ict_facilities

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

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

23

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

1

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

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

2.4.3.1 - Total experience of full-time teachers

74

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

2.5 - Evaluation Process and Reforms

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

The college has a robust internal assessment mechanism that ensures fair evaluation of student's performance. Comprising a diverse range of evaluation methods, the system is designed to holistically gauge a student's understanding and application of academic concepts.

The frequency of assessments is strategically planned to provide a comprehensive overview of a student's progress throughout the academic term. Regular internal tests serve as checkpoints, allowing faculty to gauge the assimilation of knowledge and identify areas that may require additional attention. These assessments are spaced at intervals that align with the pace of the curriculum, promoting continuous learning and retention. In addition to internal tests, assignments form an integral part of the assessment process. They not only assess theoretical knowledge but also cultivate critical thinking and problem-solving skills. The inclusion of presentations in the assessment adds a practical dimension to the evaluation process. Students are tasked with articulating their understanding in a coherent and articulate manner, fostering effective communication and presentation skills.

Overall, the transparency and robustness of our internal assessment mechanism is evident through incorporation of a mix of tests, assignments, and presentations to provide a comprehensive evaluation framework academic excellence, holistic skill development among students.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The College prioritizes efficiency in internal assessment processes, adhering to Nagaland University's guidelines. The college handbook informs students on assessment procedures, rules, and syllabus. Benchmarks, including attendance and scores from two Continuous Internal Assessments (CIAs), contribute to evaluation. Answer books are shared with students for clarification, fostering transparency. Daily and monthly attendance bulletins ensure students are informed, and a grievance mechanism is in place.

The college and university jointly address examination-related grievances efficiently. The College's Controller of Examination supervises internal assessment matters like internal tests notifications, exam routine, invigilation duty list, seats arrangements, question papers setting, evaluation of answer scripts, recording of internal evaluation, publication of results, and documentation of the same. External assessment concerns are forwarded to Nagaland University. Students can request re-evaluation if they disagree with assigned scores and teachers can report discrepancies in CIA marks to the university.

The college's Code of Conduct is accessible in the prospectus and on the website, reinforcing adherence to guidelines. Grievances related to various aspects are handled by respective teachers, the Administrative Office, Controller of Examination, and the Principal. The university level Grievance Redressal Committee provides an avenue for further escalation. This comprehensive system underscores the institution's commitment to fair assessment processes.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

Teacher and students are aware of the stated Programme and Course Outcomes of the Programmes offered by the institution. POs and COs are included in the College website, college annual Handbook and are also displayed in every department classrooms. In the beginning of every semester, Teachers also orient the students about POs and Cos in the classrooms deliberations for a comprehensive and purposive dissemination of knowledge and information.

POs and COs give a sense of direction to the faculty and students in the teaching-learning process to achieve well defined educational outcomes.

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

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

St. Xavier College, Jalukie has a well defined/planned Programme Outcomes (POs) and Course Outcomes (COs). The college measures the attainment of Programmes and Course Outcomes through various ways:

1. Internal assessments such as Internal Tests, Project works, Presentations, Assignments, and group discussions.
2. Regular collection of data on students' performance.
3. Analysis of students results.
4. Collection of Feedback from students and teachers.
5. Mentoring also aims to assess the progress of students.
6. Individual student's learning levels are communicated for self awareness and improvement.
7. Parents and guardians are also made aware of his/her ward(s) learning levels and progress.

8. Documentation for further actions.

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

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

118

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.stxaviercollegejalukie.org/annual_reports

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

<https://www.stxaviercollegejalukie.org/feedback>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

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

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

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

0

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

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

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

35

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

3.2 - Research Publications and Awards

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

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Social commitment is one of the integral parts of our College schedules. The college organizes extension programs to sensitize the students on the need to reach out to the neighborhood communities. It results in synergistic impact and holistic development on both the neighborhood communities as well as participating students. The college has taken up these extension activities in the neighborhood community to inculcate the social values and to make the students responsible citizens. The College accomplishes the activities through various clubs like NSS, NCC, Legal Literacy Club, Red Ribbon Club, Eco Club, and Xavierite Cultural Club. The Clubs mark the important days like World Aids Day, Blood Donation, Medical Camps, and Relief Camps, etc. During the annual NSS camps, the students take the initiative to clean the village and organize short programs on the importance of health and hygiene, education, Swachh Bharat Abhiyan, etc. The students realise the value of manual labour

through these activities. The Eco Club is active in looking after the green campus of the college. During the NSS Camp, it takes the opportunity to plant trees and gives awareness of the importance of Green Environment in the present world.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

2

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

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

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

21

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

977

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

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

8

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has adequate standard infrastructure and facilities for teaching-learning. The Main building, a three-storey structure, houses various offices/rooms for administrative, academic and other teaching-learning related purposes.

1. Classrooms:

The classrooms are spacious and well furnished with proper ventilation, lighting, whiteboards, ICT facilities, projectors, furniture alongwith a speaker system in every classroom, and CCTV cameras.

2. Computer lab:

The computer lab has sufficient PCs and other paraphernalia with internet facilities. The computers are serviced and reused as far as possible to minimize the e-waste.

3. Equipments:

The institution provides books, Audio-visual, Pointer, Maps, Blackboards, Chalk, projectors, Computers, Printers, Scanners, Photocopiers, projectors, tape recorders, speakers, etc.

4. Digital Library:

The Digital library is equipped with sufficient computers, study materials, books, and journals. The College subscribes online journals. It is completely under CCTV surveillance.

5. Seminar and Conference Halls:

The College has a well-furnished Auditorium accommodating over 1000 seats capacity and a seminar-cum-conference room. These halls are used for both academic and co-curricular activities.

6. Rooms for Cells/Clubs/Committees

Clubs and committees like NSS, NCC, RRC, NYKS, Women Cell, Counselling Cell, etc. facilitating students' all-round growth and development are provided with special rooms.

7. Students receive basic health care thus ensuring effective learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

Sports and Games

St. Xavier College has set up for sports and games inside the campus. Students regularly participate in intra-college sports and games activities throughout the year thereby developing their talents and skills. The sports facilities in the college have become a training ground for many athletes and sportspersons competing in district, state and national arenas.

A sports complex comprising with the following table.

Volleyball 16mx 8m

Football 100mx50m

Renovated Basketball court 26mx14m

Table Tennis 2,74mx1,5m

Badminton 14.4mx6.1m

Cricket Net 30480 sq. m

Archery 70m 2022

Futsal 40mx20m 2022

Rostrum (Two) 500 seats

Social and cultural activities

The college facilitates opportunities and platforms for social and cultural activities including choreography, music, floral decoration, dancing, singing, essay competition, debating, dramatics, music, literary, art & crafts through Eco Club, NSS, NCC, RRC, LLC, Consumer club, Farmers club, Campus Ministry, Nehru Yuva Kendra Sangathan (Xavierite Youth Care), and Xavierite Cultural Club. Falcon Fest and Cultural Twilight are few examples showcasing Folk Fusion, Ethnic Show, Cultural dance, instrumental Piece, etc.

Yoga:

Time to time, there are yoga classes and exercises for the physical and mental fitness of the learners. International yoga day is observed dearly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

105.91

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The institution has a well-equipped library with books and other physical facilities needed by the students and faculties. The institution subscribes the INFIBNET - n-List (National Library and Information Services Infrastructure for Scholarly Content) and registers with the National Digital library of India. The library has photocopy machine for both students and faculty with concession charges. Six computers with internet facilities are provided for both teacher and students under the supervision of the librarian. Budget is allocated for new books, magazines, and subscription of additional journals or periodicals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1 lakh

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

42

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has consistently prioritized the enhancement of its IT facilities, ensuring regular updates both at the institute and departmental levels. A comprehensive description of these facilities is provided below:

Internet Connection: The institute diligently updates its internet connection on an annual basis.

Number of Systems: The institution boasts a total of 50 computers available for students and staff members.

Wi-Fi Facility: The institute has extended Wi-Fi access to cater to the needs of both staff and students.

Remote Centre for IIT: The presence of an advanced audio-visual setup allows the institute to frequently host workshops conducted by prestigious IITs through video conferencing.

Laser Printers: The institute is equipped with six laser printers to facilitate document printing needs.

Video Lecture Making Facility: A well-equipped media room is available for faculty members to create and produce their video lectures, enriching the learning experience.

Projectors: Projectors are integrated into the teaching and learning process enhancing the effectiveness of classroom instruction.

The commitment to updating and maintaining these IT facilities demonstrates the institution's dedication to providing a conducive and technologically advanced environment for both learning and teaching. These facilities contribute to the overall educational experience, supporting a dynamic and interactive learning environment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

50.59 lakhs

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

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

The College has well established systems and procedures for maintaining physical, academic and support facilities.

The budget of the college is placed before the Finance Committee. The Governing Body approves the budget or any major expenses.

Maintenance mechanisms:

1. **Physical Infrastructure Maintenance:** The management and its stakeholders maintain physical facilities through funds allocation to repair and upgrade the existing infrastructures.

2. **Library Committee:** This committee - Librarians, Principal, Vice-Principal and HoDs - plans and supervises the Library.

3. **Sports Committee** comprising of Sports Co-ordinator and the Management look into various sports activities of the college.

4. **Classrooms and Computers:** Classrooms are maintained by the Class captains and teacher in-charge of various departments. The Purchase of computer accessories, system up-gradation, etc. is taken care by the management.

5. **Sustainable energy Management:** The College attempts to maintain a sustainable energy environment through rainwater harvesting, Vermi-compost and Solid-waste-management.

6. **Stock keeping and Complaint registry:** The College has separate stock registers for Sport items, Office utilities, Departments' confidential files and miscellaneous records. Complaint registry enables students and staffs to drop their grievances, which are sorted out on the basis with urgent priority.

7. **Clubs/cells/committees** also contribute immensely in the maintenance of support facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

221

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

63

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://www.stxaviercollegejalukie.org/skill_development
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1096

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

1096

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

26

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

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

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

examinations) during the year

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

8

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

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

Students are given representatoin to involve in administrative, co-curricular and extracurricular activities by including them as members of the committees. They actively participate in committee meetings.

The following is the list of Clubs/Committees having student representation and engagement.

- Students Council
- Class Representatives

- Department Leaders
- National Cadet Corps
- National Service Scheme Units 1 & 2
- NYKS
- Red Ribbon Club
- Women Cell
- Campus Ministry
- Consumers Club
- Eco Club
- Electoral Club
- Farmers Club
- Floriculture
- Legal Literacy Club
- English Language Club

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

44

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

5.4 - Alumni Engagement

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

The Alumni Association has been actively functioning in the college. They had a concomitant commitment in the activities related to the Alumni Association of the college. They conducted workshops, seminars and career guidance for the students on various topics and subjects, helping the students to get a better knowledge and worldview about the curricular and co-curricular activities in the college.

The Alumni Association is actively engaged in the financial contributions necessary for the requirement of the college. They have been the foremost contributors in the construction of prayer home in the college. They were engaged in conducting annual games and sports for the students. They have adjoined along with the NCC on many programs. The Association also took great initiatives in contributing the books for the library for students' use. They also took an active part in conducting workshops, seminars and value-based orientation programs to the students. Differently abled alumni also presented the career guidance program for the students. The Alumni also contributed a traditional drum to encourage the knowledge on traditional equipments. The college staff also has an alumni present in it.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

St. Xavier College Jalukie follows the motto "To Learn and Serve." It is a registered society and operates under the guidance of the Catholic Church, Diocese of Kohima, with the Bishop as Chairman. Believing in the power of education to empower individuals, it inspires learners to pursue excellence and become responsible citizens.

Vision and Mission Statement

Adhering to its vision and mission, the College fosters a nurturing environment for holistic development and transformation of individuals and society.

Decision Making

- Governing body collaborates with principal and staff council for academic ambiance and mission.
- Principal collaborates with college managing committee, IQAC, Staff Council, HoDs, various committees, and Students' coordinators to promote a decentralized and participative decision-making.
- Regular meetings and interactions with teaching, non-teaching, and administrative staff for planning and executing academic and co-curricular programs.
- Regular feedback from stakeholders (teachers, students, alumni, parents) to enhance college programs.
- Students' coordinators involved in planning and executing extracurricular and extension programs.
- IQAC meeting finalizes event details and organizing committee is formed.
- Teachers-in-Charge supports the Principal in strategic and perspective plans through department members.

Staff Council decides on Annual Cultural Festival, Graduation Day, Sports Meets, and Freshers' Day, assigning respective groups for organization.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Decentralization management

The Institute has decentralized governance system. The management of the institute has Governing Body (GB), Management Committee and Head of Departments.

Institute level -

The Principal, head of academic and administrative concerns of the college, consults the Head of Departments while taking certain important decisions of the institute.

Department level -

The Department Heads look after department affairs and report to the Principal. In addition, any institute staff member can give suggestions and ideas for improvement.

Participative management

The institute promotes participative management. Staff and students involve in various activities. Wherever students and faculties cannot take final decisions, they can make suggestions to improve the teaching-learning processes of the college.

1. Strategic Level

The Principal and staff members jointly make policies and procedures pertaining to admission, examinations, placement, discipline, grievance, counseling, training & development, and library services

2. Operational level

All the staff members, under the guidance of the principal, actively participate in implementing the policies, procedures, and framework designed by the management in order to achieve the quality standards

in the light of its vision and mission. Office staff is involved in executing day to day support services for students and faculties.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Vocational Training on Tailoring

The college has implemented training on tailoring to cater to the growing demand for skilled professionals in the fashion industry. This course aims to equip students with the necessary skills to excel in tailoring. Participants will learn various techniques, including pattern-making, sewing, and garment construction. The curriculum focuses on both theoretical and practical aspects, providing hands-on experience through workshops and industry collaborations. Expert faculty members guided and mentor the students throughout the course. By offering this course, the college seeks to empower individuals with the necessary expertise to pursue successful careers in tailoring and contribute to the thriving fashion sector.

Computer Education

The college introduced a 50-hour vocational training course on computer education. This course covers topics including computer hardware and software, operating systems, basic programming, and internet usage. Through a combination of practical and interactive sessions, students will have the opportunity to apply their knowledge and enhance their skills. Knowledgeable instructors support students throughout the course, ensuring a well-rounded learning experience. It aims to empower individuals with valuable computer skills, increasing their employability and enabling them to pursue diverse career opportunities in the digital era.

Certificate course on Fishery will be introduced.

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

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

The college, managed by Catholic Church, Diocese of Kohima, with Bishop as the Chairman, is affiliated to Nagaland University. There are 12 members in the governing board. These members are responsible for making major decisions, setting policies and providing strategic direction to the College. The Principal is the chief executive officer of the college. The Administrator is responsible for managing the administrative functions such as finance, human resources, infrastructure and general operations. Vice-Principal plays a pivotal role in maintaining discipline, fostering a positive learning environment and managing faculty and staff. The staff council consists of faculty and administrative staff members. The IQAC monitors, evaluate and enhance quality in the college's academic processes. HoDs supervise curriculum development and departmental operations. The faculty members' are In-charge of each clubs and committees. The Principal is supported by the Teachers-in-charge who help in executing the strategic and perspective plans.

The decisions to hold the Annual Cultural Festival, Graduation Day, Sports Tourney, Freshers' Day by the Staff Council and then the respective group is entrusted with the tasks of organizing the events. To strengthen the idea of participative decisions making, the Principal of the College does the consultation with the staff members and student representatives.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.stxaviercollegejalukie.org/uploads/organogram.pdf
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The College prioritizes atmosphere for teaching and learning. Our employees are our greatest strength, and we implement effective welfare activities and programs to motivate them to perform their best. Here is a list of welfare measures for our teaching and non-teaching staff.

- Interest-free loans for teaching staff: Up to One Lakh for regular staff and up to 50,000 for staff in probation.
- Interest-free loans for non-teaching staff: Up to 25 thousand for regular staff and up to 15,000 for staff in probation.
- Quarters provided in the campus for outstation teaching and non-teaching staff, with no maintenance cost.
- Casual leave of up to 10 days for both teaching and non-teaching staff.
- Paid leave for attending competitive exams, seminars, conferences, or training programs, up to three days per semester.
- Provident Fund (PF) benefits for all staff
- Gifts are provided to teachers on special occasions
- Leave entitlements as per service rules, including maternity and paternity leave.
- Institution-sponsored gratis expedition for teachers, through a complimentary travel experience.

These welfare measures and incentives have made the staff members

more effective and dedicated to the college's vision and mission.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

06

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

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

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

04

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

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

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

26

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

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

St. Xavier College Jalukie maintains Performance Appraisal System for teaching and non-teaching staff. It aims to foster the review of Professional conduct and growth of teaching and non-teaching staffs of the college.

The appraisal system for teaching staff covers various areas

of performances like teaching, classroom management, evaluation of students, mentoring of students, research, professional/faculty development achievements, involvement in co-curricular and extra-curricular activities in and outside the college.

The appraisal system for non-teaching staff focuses on areas such as effective office management, efficiency in documentation and effective communication skills and dealings with student and parents' community.

The appraisal of staffs is important and crucial for assuring quality education environment and professional development of the staffs. Through such practice the college aims to engineer professionals in education industry responsible for producing quality minds out of the learners.

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

6.4 - Financial Management and Resource Mobilization

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

The college conducts internal and external financial audits regularly. The Finance Committee convenes regular meetings on the college's financial affairs, closely supervised by the Accountant, and subject to prior authentication and authorization by the Principal and the Board of Management. The Administrator maintains comprehensive financial accounts for all transactions, adhering to the guidelines of the governing body. Competent auditors, appointed by the governing body, undertake periodic internal and external audits to assess financial compliance and performance.

For Internal Audit

The governing body appoints duly qualified accountants responsible for the preparation and meticulous auditing of financial records.

- Audits are conducted biannually and annually, and comprehensive reports are compiled and submitted to the governing body for review, follow-up, and necessary actions.

External Audit

The governing body appoints government-recognized chartered accountants to compile and audit the college's financial accounts annually, following government norms and procedures.

All receipts and payments are processed through banks, except transactions totaling less than ten thousand.

Comprehensive details of each receipt and payment are recorded through payment vouchers and receipts, ensuring systematic documentation.

College fees are collected, and staff salaries are deposited directly into their respective personal bank accounts, complying with relevant billing procedures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

22.39 lakhs

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The College has strategies for mobilization of funds and financial resources.

- Annual budget is prepared by Administrator, verified by Principal and forwarded to Diocesan administrator for approval.
- The financial administrator and the Principal jointly sign every financial transaction, and carry out all the financial transactions through the bank only.
- The college gets its financial resources through ways such as:
 - Tuition fee collected for self-financing courses
 - Fee for various forms, certificates,
 - Financial assistance from the sponsoring society.
- Transparency and accountability of all transaction is maintained through vouchers and cash memos which are audited internally.

Utilization of Resources

- Fees received from students are used for development of the college and staff salaries, and are properly audited.
- Collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through Cheques/Electronic mode. Only authorized persons by management can operate the transaction through the bank.
- Library services and Sports services are strengthened and infrastructure is increased.
- Seminars and workshops are organized. National and International Conferences are attended by both the staff and students.
- Field trips and industrial visits are organized for students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

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

1. Emphasizes on Academic Excellence by identifying and proper follow up of slow learners and advanced learners.

2. Facilitates faculty development programmes and measures for the professional growth of staff.
3. Feedback from the stakeholders such as students, alumni, parents are given due importance for improving the quality.
4. For the upliftment of the students the following awards are initiated by IQAC

The Nagaland University Toppers Award for Xavierite who tops the university degree examination.

Academic Excellence Award for those students who secure highest grade in the college.

Smart Starter Award: Smart Starter Award for those Students with highest percentage in the +2.

Payback award: get fee-payback with the marks

90% End- semester Exam marks - 100% monthly Fee Payback

85% End- semester Exam marks - 50% monthly Fee Payback

80% End- semester Exam marks - 1 month Fee Payback

75% End- semester Exam marks - 100% Fine Fee Payback

IQAC reviews the teaching-learning process, methods of operation and its outcome on a regular interval. Appropriate steps are introduced and actions are taken for improvements and better results.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC reviews the teaching-learning process, methods of operation and its outcome on a regular interval, appropriate steps are introduced, and actions are taken for improvements and better results. Some of the initiatives are mentioned as follows:

Regular academic audit is done and actions are initiated. The Audit report is being prepared, keeping in mind the criteria and reports prescribed by NAAC and other bodies. The Internal Quality Assurance Cell (IQAC) continuously strives for academic excellence and undertakes continuous academic and administrative audits.

Lesson Plan: For implementation of teaching-learning reforms systematic lesson plan is made to cope with the new pedagogy of teaching skills, which is prepared and submitted every semester.

Result Analysis: In order to evaluate the students' performance, the IQAC has initiated steps to come up with a comprehensive result analysis of all individual students. It helps the teachers to appraise their own performance and make appropriate changes in their teaching methods to improve their quality of teaching.

Based on this analysis, the weaker students are identified and remedial classes are provided to improve their performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.stxaviercollegejalukie.org/annual_reports
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is dedicated to promoting gender equity and creating an inclusive and empowering environment for its students, staff, and faculty members. Throughout the year, it has undertaken several measures to actively address gender-related issues and promote gender equality by organizing awareness and sensitization programs to educate students and staff about gender issues.

The college has established a Women's Cell, Anti-Sexual Harassment, and Anti-Ragging Committee to address gender-related concerns, providing support and counselling. Electronic surveillance through CCTV cameras on the premises as well as separate toilets for students ensures the implementation of policies that promote gender equity.

It actively promotes the participation of women in leadership roles and decision-making processes whereby they have 50% share in student organizations, clubs, and committees. Thus, the college aims to empower women and promote their representation in various domains.

Additionally, under the initiative of Rev. Dr. Fr. Francis, Principal, the Women's Cell provided an empowering e-rickshaw driving class for girl students. The class offered comprehensive training in e-rickshaw driving skills, security, road safety, and maintenance. This is driven exclusively by girls' students and is open to all girls in learning how to drive. The college continuously addresses gender related issues and promotes gender equity.

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

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

A. 4 or All of the above

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

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

The institution fosters a clean and sustainable environment by effectively managing both degradable and non-degradable waste. The college offers a range of facilities and initiatives to ensure proper waste management within its campus.

For degradable waste, the college has implemented an efficient waste segregation system. Various waste bins are strategically placed throughout the campus, clearly labelled for the segregation of biodegradable waste. These waste bins are regularly emptied, and the segregated waste is directed to appropriate disposal methods.

To further address degradable waste, the College has established a Vermi- composting facility. This facility utilizes organic wastes to produce nutrient-rich compost which is then used in the college's gardens and landscaping, promoting sustainability and reducing the need for chemical fertilizers.

For non-degradable waste management, the college has implemented a comprehensive recycling program. Separate bins are provided for the collection of e-waste and recyclable materials such as plastic, glass, metal, and paper. These materials are collected and sent for recycling to reduce the amount of waste sent to landfills.

In addition to waste segregation and recycling, the college also promotes awareness regarding waste management. Workshops and awareness campaigns are conducted to encourage students and staff to adopt responsible waste disposal practices.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.stxaviercollegejalukie.org/uploads/waste.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **A. Any 4 or all of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

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

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

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

B. Any 3 of the above

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

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

The College fosters an inclusive environment that embraces diversity and promotes tolerance and harmony among its students and staff. It has been taking various initiatives to ensure an inclusive and accepting atmosphere in the campus.

1. Admission in the college is open to all irrespective of their caste, creed, religion, and language.

2. The College organizes cultural events and celebrations for students to share their diverse traditions, customs, and languages, fostering a sense of appreciation and understanding among them.

3. The college encourages discussions on diversity and inclusivity through seminars and workshops where students and staff engage in thoughtful conversations, exchange ideas, and learn from each other's perspectives. This promotes tolerance and understanding by addressing stereotypes, biases, and prejudices that may exist.

4. Collaborations with community organizations and social service agencies are undertaken to organize events, workshops, and outreach programs thus promoting a more inclusive society beyond the institution.

5. Financial assistance and scholarships are given to students from economically disadvantaged backgrounds for equal access to quality education.

6. The college discourages any form of discrimination or harassment based on cultural, regional, linguistic, communal, or socio-economic differences. It has strict policies and grievance mechanisms to

address such issues promptly and fairly.

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

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

One of the institutional goals of our college is to create enlightened Indian citizens. To do so, it is essential to imbibe the constitutional ethos in the minds and hearts of the faculty and students. Our college has well designed policy, institutional mechanisms, academic curriculum and ethical practices to sensitize the students and staff regarding constitutional obligations.

The College has NCC, NSS, RRC, Eco Club, NYKS, Women Cell, anti-ragging committee, Grievance redressal cell, etc. to protect and foster human rights.

Seminars and workshops are conducted to create awareness and sensitizing the students and employees to constitution obligation thereby fostering critical thinking, empathy, and a sense of moral responsibility, enabling them to actively uphold constitutional ideals and contribute to a harmonious and responsible society

Foundation Course as an interdisciplinary subject teaches fundamental rights and duties to students. Environmental studies sensitize students towards environmental issues. Subjects like sociology, political science and history disseminates constitutional values like secularism, democracy, gender rights, and respect for cultural, linguistic and religious minorities.

The college celebrates national events like Independence Day, Republic Day and Constitution Day to instill patriotism. Seminars, workshops, and competitions are organized to commemorate the legacies of national leaders.

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

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

4. Annual awareness programmes on Code of Conduct are organized

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

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

The academic calendar has a plethora of significant events, showcasing the institution's enthusiasm and commitment to celebrating numerous national, international days, commemorative events, and festivals. They reflect the institution's vibrant cultural diversity, inclusivity, and broad outlook.

The College commemorates national days or festivals of immense importance in the country. These celebrations provide a sense of patriotism, pride, and cultural appreciation among the participants.

Moreover, the institution actively engages in observing international days that promote awareness and understanding of

critical global issues such as World Environment Day, International Women's Day, and more. These events foster a global perspective and highlight the institution's commitment to addressing societal challenges.

The institution also embraces diverse cultural celebrations and festivals, recognizing the richness and vibrancy of various communities. Diwali, Christmas, and other cultural festivals are celebrated with great enthusiasm, creating a sense of unity, respect, and appreciation for different traditions.

By organizing and participating in these events, the institution cultivates an inclusive and harmonious environment. It encourages students and staff to embrace diversity, foster intercultural understanding, and develop a global mindset. These celebrations not only bring joy and excitement but also serve as valuable opportunities for cultural exchange, dialogue, and learning.

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

7.2 - Best Practices

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

Payback Award

Objectives

- To allow student that would otherwise have problems financially in attending college.
- To encourage the hard working and talented students in their studies.

Context

Meritorious students in semester examinations scoring 90% gets 100% monthly fee payback, 85% gets 50% monthly fee payback, 80% gets one month monthly fee payback, and students scoring 75% gets 100% fine

payback.

The Practice

It was started in 2019 and beneficiaries increase every year.

Evidence of Success

- Reducing students' financial burden allowing them to focus on their education.
- Increase in the number of awardees.

Challenges

1. Limited funding
2. Monitoring and evaluation: Tracking the students' academic performance and achievements require dedicated resources.

'EARN AND LEARN'

Objectives

1. To develop and expose work culture among the students before actual employment in the real world
2. To make education accessible to the economically marginalized and meritorious students.

Context

Each student is paid Rs. 50 on an hourly basis.

Practice

It is available to students willing to work. It encourages students earning while learning for their expenses.

Evidence of Success

The programme has helped several students facing financial problems. The number of applicants who seek aid is on rise.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

St. Xavier College, Jalukie, is established and managed by Catholic Church, Diocese of Kohima, Nagaland. Considering the educational, social, economic and other important aspects of life, it seeks to provide relevant and progressive resourceful environment for the students. The college is a co-educational institution and it admits students to Bachelor of Arts (BA) Degree Course.

Vision and Mission: To ensure the academic, social and spiritual development of students from the tribes and regions into responsible citizen through validated teaching- learning, research, co-curricular and extension processes, thus, actualizing the dreams of the founders and pioneers.

1. Good teaching and learning environment supported by productive library and peaceful environment.
2. Impressive and excellent result at University Examination.
3. Adherence to foundational concepts that have laid out the path of growth plan.
4. Meticulously planned and implemented personal and professional development programs for faculty and students.
5. Efficient governance structure and administrative mechanisms to ensure speedy implementation of all developmental plans.
6. Manifest commitment to be responsible stewards of the extraordinary campus it is blessed with by a meticulous devotion and commitment to ensuring eco-consciousness and reverence for the gifts of nature.

Enhancement of vocational training for the overall development and job-opportunities

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

St. Xavier College, Jalukie ensures effective curriculum delivery through a well planned and documented process to provide quality education and optimize the teaching-learning experience. The management and faculty identify the students' learning requirements and goals and ensure a well-rounded education considering both academic and non-academic aspects. The college formulates a clear curriculum framework that aligns with the objectives of each course. It specifies learning outcomes, content, teaching methodologies, and assessment strategies. It is designed to be flexible and adaptable, allowing for updates and improvements.

The college prioritizes faculty development through workshops, training programs and seminars.

Moving away from the traditional lecture-based teaching, the faculty employs participatory learning methods like group discussions, presentations, case studies, project works, and practical sessions. The institution encourages digital tools and technology to enhance learning experience.

The institution emphasizes continuous feedback to identify strengths, weaknesses, opportunities, and challenges. To ensure transparency and consistency, the college maintains documentation of detailed course plans, lesson plans, syllabus plan, learning-reading materials, question bank, and assessment rubrics making them accessible to students for reference and review.

The institution encourages dialogue among faculty, students and management to foster learners' friendly environment thereby providing a transformative learning that prepares students' future endeavors.

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

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

St. Xavier College, Jalukie maintains an effective academic calendar including for the conduct of continuous internal evaluation (CIE). The College academic calendar, a roadmap for the academic year, includes important dates of academic and co-curricular activities. Students, Faculty, and administrative staff are well-informed to plan and execute their academic commitments systematically.

The conduct of continuous internal evaluation is an integral part of the College academic calendar. This practice involves the assessment of students' performance throughout the semester, encouraging regular evaluation and feedback. It aims to gauge students' progress, identify strengths and weaknesses, and help them improve their learning outcomes. Assessment methods include quizzes, assignments, presentations, and class participation, ensuring a comprehensive evaluation of students' overall academic growth. Significantly, CIE promotes an engaging learning environment through discussions and students' feedback to enhance critical thinking and problem-solving skills. The feedback received during continuous evaluation empowers students to take ownership of their learning journey, fostering a sense of responsibility and self-discipline.

By adhering to the academic calendar and continuous internal evaluation, the college upholds its commitment to providing quality education and an inclusive learning environment. The college's dedication to this comprehensive approach to education prepares students for academic excellence and individual's holistic growth.

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

<p>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>D. Any 1 of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="102 651 537 714">File Description</th> <th data-bbox="547 651 1437 714">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 714 537 898">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="547 714 1437 898" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="102 898 537 960">Any additional information</td> <td data-bbox="547 898 1437 960" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	View File			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File								
Any additional information	View File								
<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
<p>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</p>									
<p>06</p>									
<table border="1"> <thead> <tr> <th data-bbox="102 1301 537 1364">File Description</th> <th data-bbox="547 1301 1437 1364">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1364 537 1435">Any additional information</td> <td data-bbox="547 1364 1437 1435" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="102 1435 537 1536">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="547 1435 1437 1536" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1536 537 1632">Institutional data in prescribed format (Data Template)</td> <td data-bbox="547 1536 1437 1632" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Minutes of relevant Academic Council/ BOS meetings	No File Uploaded	Institutional data in prescribed format (Data Template)	View File	
File Description	Documents								
Any additional information	View File								
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded								
Institutional data in prescribed format (Data Template)	View File								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>05</p>									

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

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

130

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

130

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

1.3 - Curriculum Enrichment

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

St Xavier College, Jalukieemphasises on holistic education byincorporating crosscutting issues into its curriculum. The integration of these crucial elements, including professional ethics, gender awareness, human values, environmental consciousness, and sustainability, fosters a well-rounded and socially responsible learning experience for its students.

The inclusion of professional ethics cultivates ethical decision-making and integrity among students, preparing them for responsible professional roles. Gender awareness ensures that students are equipped with the understanding of gender dynamics, promoting inclusivity and equality in all aspects of their lives.

Human values are a cornerstone of the curriculum, emphasizing empathy, compassion and respect for diverse perspectives. This nurturing of values contributes to the development of socially

conscious individuals who contribute positively to society.

Environmental consciousness and sustainability are pivotal in today's world. By integrating these concepts, the college equips students with the knowledge and skills to address pressing environmental challenges and make sustainable choices in their personal and professional lives.

Overall, St Xavier college Jalukie curriculum integration of crosscutting issues not only imparts academic knowledge but also instills essential life skills. This forward-looking approach prepares students to become responsible global citizens, competent professionals and compassionate contributors to a more equitable, ethical and sustainable world.

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

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

1

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

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

123

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.stxaviercollegejalukie.org/feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

240

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

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

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

160

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution prioritizes student growth and development by conducting comprehensive assessments to gauge individual learning levels. This proactive approach enables the college to tailor education to the unique needs of each student. Specialized programs are crafted for both advanced learners and those who may require additional support.

For advanced learners, the institution offers enriched and accelerated coursework, ensuring they are consistently challenged and engaged in their academic journey. These programs are designed to stimulate critical thinking and provide opportunities for these students to excel.

In the case of slower learners, the institution implements targeted remedial measures. This involves personalized attention, additional support materials, and individualized instruction to help students catch up and bridge any learning gaps. Regular retests are administered to track progress and fine-tune the educational approach.

This commitment to differentiated learning not only maximizes each student's potential but also promotes a holistic and inclusive educational environment where all learners have the opportunity to thrive and succeed at their own pace.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
442	23

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Student-centric methods, including experiential learning, participative learning, and problem-solving methodologies, have emerged as powerful tools to enhance the educational experience in the college. Student centric learning methods are manifested through debates, quizzes, classroom presentations, group discussions, project works, webinars/seminars, etc. These approaches help learners to shift focus from traditional teacher-centered models to active engagement, fostering a dynamic and immersive learning environment.

Experiential learning places students at the center of their education by emphasizing hands-on experiences and real-world applications. Participative learning encourages collaboration and interaction among students, creating a community of learners. This approach values the diverse perspectives and experiences students bring to the classroom, enriching the overall learning process. Problem-solving methodologies challenge students to think critically and analytically. By presenting complex problems, students are prompted to explore solutions, fostering independent thinking and decision-making skills. These methods not only enhance academic proficiency but also cultivate essential life skills such as teamwork, communication, and adaptability.

Incorporating student-centric methods into college education not only improves retention and comprehension but also nurtures a passion for learning. As colleges strive to prepare students for the challenges of a rapidly evolving world, these innovative approaches play a crucial role in shaping well-rounded, adaptable, and empowered individuals.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

In the modern educational landscape, teachers harness the power of Information and Communication Technology (ICT) through tools such as PowerPoint presentations (PPT) to enhance the teaching and learning experience. These digital aids enable educators to create dynamic, interactive, and visually engaging content, transforming traditional classrooms into dynamic and immersive learning environments.

By incorporating PPT presentations into their lessons, teachers can effectively convey complex information and ideas in a structured and easily digestible format. This multimedia approach not only caters to diverse learning styles but also holds the attention of students, fostering better understanding and retention of the subject matter. Additionally, PPTs facilitate the integration of various multimedia elements, such as images, videos, and links, providing a rich and comprehensive learning experience.

Furthermore, ICT-enabled tools like PPT empower teachers to adapt their teaching methods to the digital age, offering flexibility for remote and blended learning scenarios. This technology-driven approach not only supports traditional pedagogical methods but also equips students with essential digital literacy skills for the 21st century. In essence, ICT-enabled tools like PPT have become indispensable assets in the hands of educators, fostering a more engaging and effective teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.stxaviercollegejalukie.org/ict_facilities

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

23

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

1

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

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

2.4.3.1 - Total experience of full-time teachers

74

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

2.5 - Evaluation Process and Reforms

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

The college has a robust internal assessment mechanism that ensures fair evaluation of student's performance. Comprising a diverse range of evaluation methods, the system is designed to holistically gauge a student's understanding and application of academic concepts.

The frequency of assessments is strategically planned to provide a comprehensive overview of a student's progress throughout the academic term. Regular internal tests serve as checkpoints, allowing faculty to gauge the assimilation of knowledge and identify areas that may require additional attention. These assessments are spaced at intervals that align with the pace of the curriculum, promoting continuous learning and retention. In addition to internal tests, assignments form an integral part of the assessment process. They not only assess theoretical knowledge but also cultivate critical thinking and problem-solving skills. The inclusion of presentations in the assessment adds a practical dimension to the evaluation process. Students

are tasked with articulating their understanding in a coherent and articulate manner, fostering effective communication and presentation skills.

Overall, the transparency and robustness of our internal assessment mechanism is evident through incorporation of a mix of tests, assignments, and presentations to provide a comprehensive evaluation framework academic excellence, holistic skill development among students.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The College prioritizes efficiency in internal assessment processes, adhering to Nagaland University's guidelines. The college handbook informs students on assessment procedures, rules, and syllabus. Benchmarks, including attendance and scores from two Continuous Internal Assessments (CIAs), contribute to evaluation. Answer books are shared with students for clarification, fostering transparency. Daily and monthly attendance bulletins ensure students are informed, and a grievance mechanism is in place.

The college and university jointly address examination-related grievances efficiently. The College's Controller of Examination supervises internal assessment matters like internal tests notifications, exam routine, invigilation duty list, seats arrangements, question papers setting, evaluation of answer scripts, recording of internal evaluation, publication of results, and documentation of the same. External assessment concerns are forwarded to Nagaland University. Students can request re-evaluation if they disagree with assigned scores and teachers can report discrepancies in CIA marks to the university.

The college's Code of Conduct is accessible in the prospectus and on the website, reinforcing adherence to guidelines. Grievances related to various aspects are handled by respective teachers, the Administrative Office, Controller of Examination, and the Principal. The university level Grievance Redressal Committee provides an avenue for further escalation. This comprehensive

system underscores the institution's commitment to fair assessment processes.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Teacher and students are aware of the stated Programme and Course Outcomes of the Programmes offered by the institution. POs and COs are included in the College website, college annual Handbook and are also displayed in every department classrooms. In the beginning of every semester, Teachers also orient the students about POs and Cos in the classrooms deliberations for a comprehensive and purposive dissemination of knowledge and information.

POs and COs give a sense of direction to the faculty and students in the teaching-learning process to achieve well defined educational outcomes.

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

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

St. Xavier College, Jalukie has a well defined/planned Programme Outcomes (POs) and Course Outcomes (COs). The college measures the attainment of Programmes and Course Outcomes through various ways:

1. Internal assessments such as Internal Tests, Project works, Presentations, Assignments, and group discussions.
2. Regular collection of data on students' performance.

3. Analysis of students results.

4. Collection of Feedback from students and teachers.

5. Mentoring also aims to assess the progress of students.

6. Individual student's learning levels are communicated for self awareness and improvement.

7. Parents and guardians are also made aware of his/her ward(s) learning levels and progress.

8. Documentation for further actions.

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

2.6.3 - Pass percentage of Students during the year

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

118

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.stxaviercollegejalukie.org/annual_reports

2.7 - Student Satisfaction Survey

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

<https://www.stxaviercollegejalukie.org/feedback>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
35	

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

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Social commitment is one of the integral parts of our College schedules. The college organizes extension programs to sensitize

the students on the need to reach out to the neighborhood communities. It results in synergistic impact and holistic development on both the neighborhood communities as well as participating students. The college has taken up these extension activities in the neighborhood community to inculcate the social values and to make the students responsible citizens. The College accomplishes the activities through various clubs like NSS, NCC, Legal Literacy Club, Red Ribbon Club, Eco Club, and Xavierite Cultural Club. The Clubs mark the important days like World Aids Day, Blood Donation, Medical Camps, and Relief Camps, etc. During the annual NSS camps, the students take the initiative to clean the village and organize short programs on the importance of health and hygiene, education, Swachh Bharat Abhiyan, etc. The students realise the value of manual labour through these activities. The Eco Club is active in looking after the green campus of the college. During the NSS Camp, it takes the opportunity to plant trees and gives awareness of the importance of Green Environment in the present world.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

2

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

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

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

21

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

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

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

977

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

3.4 - Collaboration

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

8

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

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College has adequate standard infrastructure and facilities for teaching-learning. The Main building, a three-storey structure, houses various offices/rooms for administrative, academic and other teaching-learning related purposes.

1. Classrooms:

The classrooms are spacious and well furnished with proper ventilation, lighting, whiteboards, ICT facilities, projectors, furniture alongwith a speaker system in every classroom, and CCTV cameras.

2. Computer lab:

The computer lab has sufficient PCs and other paraphernalia with internet facilities. The computers are serviced and reused as far as possible to minimize the e-waste.

3. Equipments:

The institution provides books, Audio-visual, Pointer, Maps, Blackboards, Chalk, projectors, Computers, Printers, Scanners, Photocopiers, projectors, tape recorders, speakers, etc.

4. Digital Library:

The Digital library is equipped with sufficient computers, study materials, books, and journals. The College subscribes online journals. It is completely under CCTV surveillance.

5. Seminar and Conference Halls:

The College has a well-furnished Auditorium accommodating over 1000 seats capacity and a seminar-cum-conference room. These halls are used for both academic and co-curricular activities.

6. Rooms for Cells/Clubs/Committees

Clubs and committees like NSS, NCC, RRC, NYKS, Women Cell, Counselling Cell, etc. facilitating students' all-round growth and development are provided with special rooms.

7. Students receive basic health care thus ensuring effective learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

Sports and Games

St. Xavier College has set up for sports and games inside the

campus. Students regularly participate in intra-college sports and games activities throughout the year thereby developing their talents and skills. The sports facilities in the college have become a training ground for many athletes and sportspersons competing in district, state and national arenas.

A sports complex comprising with the following table.

Volleyball 16mx 8m

Football 100mx50m

Renovated Basketball court 26mx14m

Table Tennis 2,74mx1,5m

Badminton 14.4mx6.1m

Cricket Net 30480 sq. m

Archery 70m 2022

Futsal 40mx20m 2022

Rostrum (Two) 500 seats

Social and cultural activities

The college facilitates opportunities and platforms for social and cultural activities including choreography, music, floral decoration, dancing, singing, essay competition, debating, dramatics, music, literary, art & crafts through Eco Club, NSS, NCC, RRC, LLC, Consumer club, Farmers club, Campus Ministry, Nehru Yuva Kendra Sangathan (Xavierite Youth Care), and Xavierite Cultural Club. Falcon Fest and Cultural Twilight are few examples showcasing Folk Fusion, Ethnic Show, Cultural dance, instrumental Piece, etc.

Yoga:

Time to time, there are yoga classes and exercises for the physical and mental fitness of the learners. International yoga day is observed dearly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

105.91

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The institution has a well-equipped library with books and other physical facilities needed by the students and faculties. The institution subscribes the INFIBNET - n-List (National Library and Information Services Infrastructure for Scholarly Content) and registers with the National Digital library of India. The library has photocopy machine for both students and faculty with concession charges. Six computers with internet facilities are provided for both teacher and students under the supervision of the librarian. Budget is allocated for new books, magazines, and subscription of additional journals or periodicals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1 lakh

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

42

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institute has consistently prioritized the enhancement of its IT facilities, ensuring regular updates both at the institute and departmental levels. A comprehensive description of these facilities is provided below:

Internet Connection: The institute diligently updates its internet connection on an annual basis.

Number of Systems: The institution boasts a total of 50 computers available for students and staff members.

Wi-Fi Facility: The institute has extended Wi-Fi access to cater to the needs of both staff and students.

Remote Centre for IIT: The presence of an advanced audio-visual setup allows the institute to frequently host workshops conducted by prestigious IITs through video conferencing.

Laser Printers: The institute is equipped with six laser printers to facilitate document printing needs.

Video Lecture Making Facility: A well-equipped media room is available for faculty members to create and produce their video lectures, enriching the learning experience.

Projectors: Projectors are integrated into the teaching and learning process enhancing the effectiveness of classroom instruction.

The commitment to updating and maintaining these IT facilities demonstrates the institution's dedication to providing a conducive and technologically advanced environment for both learning and teaching. These facilities contribute to the overall educational experience, supporting a dynamic and interactive learning environment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

50

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

50.59 lakhs

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

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

The College has well established systems and procedures for maintaining physical, academic and support facilities.

The budget of the college is placed before the Finance Committee. The Governing Body approves the budget or any major expenses.

Maintenance mechanisms:

1. Physical Infrastructure Maintenance: The management and its stakeholders maintain physical facilities through funds allocation to repair and upgrade the existing infrastructures.

2. Library Committee: This committee - Librarians, Principal, Vice- Principal and HoDs - plans and supervises the Library.

3. Sports Committee comprising of Sports Co-ordinator and the Management look into various sports activities of the college.

4. Classrooms and Computers: Classrooms are maintained by the Class captains and teacher in-charge of various departments. The Purchase of computer accessories, system up-gradation, etc. is taken care by the management.

5. Sustainable energy Management: The College attempts to maintain a sustainable energy environment through rainwater harvesting, Vermi-compost and Solid-waste-management.

6. Stock keeping and Complaint registry: The College has separate

stock registers for Sport items, Office utilities, Departments' confidential files and miscellaneous records. Complaint registry enables students and staffs to drop their grievances, which are sorted out on the basis with urgent priority.

7. Clubs/cells/committees also contribute immensely in the maintenance of support facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

221

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

63

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above
File Description	Documents
Link to institutional website	https://www.stxaviercollegejalukie.org/skill_development
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1096	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1096	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

26

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

8

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

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

Students are given representaiion to involve in administrative, co-curricular and extracurricular activities by including them as members of the committees. They actively participate in committee meetings.

The following is the list of Clubs/Committees having student representation and engagement.

- Students Council
- Class Representatives
- Department Leaders
- National Cadet Corps
- National Service Scheme Units 1 & 2
- NYKS
- Red Ribbon Club
- Women Cell
- Campus Ministry
- Consumers Club
- Eco Club
- Electoral Club
- Farmers Club
- Floriculture
- Legal Literacy Club
- English Language Club

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

44

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

5.4 - Alumni Engagement

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

The Alumni Association has been actively functioning in the college. They had a concomitant commitment in the activities related to the Alumni Association of the college. They conducted workshops, seminars and career guidance for the students on various topics and subjects, helping the students to get a better knowledge and worldview about the curricular and co-curricular activities in the college.

The Alumni Association is actively engaged in the financial contributions necessary for the requirement of the college. They have been the foremost contributors in the construction of prayer home in the college. They were engaged in conducting annual games and sports for the students. They have adjoined along with the NCC on many programs. The Association also took great initiatives in contributing the books for the library for students' use. They also took an active part in conducting workshops, seminars and value-based orientation programs to the students. Differently abled alumni also presented the career guidance program for the students. The Alumni also contributed a traditional drum to encourage the knowledge on traditional equipments. The college staff also has an alumni present in it.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

St. Xavier College Jalukie follows the motto "To Learn and Serve." It is a registered society and operates under the guidance of the Catholic Church, Diocese of Kohima, with the Bishop as Chairman. Believing in the power of education to empower individuals, it inspires learners to pursue excellence and become responsible citizens.

Vision and Mission Statement

Adhering to its vision and mission, the College fosters a nurturing environment for holistic development and transformation of individuals and society.

Decision Making

- Governing body collaborates with principal and staff council for academic ambiance and mission.
- Principal collaborates with college managing committee, IQAC, Staff Council, HoDs, various committees, and Students' coordinators to promote a decentralized and participative decision-making.
- Regular meetings and interactions with teaching, non-teaching, and administrative staff for planning and executing academic and co-curricular programs.
- Regular feedback from stakeholders (teachers, students,

alumni, parents) to enhance college programs.

- Students' coordinators involved in planning and executing extracurricular and extension programs.
- IQAC meeting finalizes event details and organizing committee is formed.
- Teachers-in-Charge supports the Principal in strategic and perspective plans through department members.

Staff Council decides on Annual Cultural Festival, Graduation Day, Sports Meets, and Freshers' Day, assigning respective groups for organization.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Decentralization management

The Institute has decentralized governance system. The management of the institute has Governing Body (GB), Management Committee and Head of Departments.

Institute level -

The Principal, head of academic and administrative concerns of the college, consults the Head of Departments while taking certain important decisions of the institute.

Department level -

The Department Heads look after department affairs and report to the Principal. In addition, any institute staff member can give suggestions and ideas for improvement.

Participative management

The institute promotes participative management. Staff and students involve in various activities. Wherever students and faculties cannot take final decisions, they can make suggestions to improve the teaching-learning processes of the college.

1. Strategic Level

The Principal and staff members jointly make policies and procedures pertaining to admission, examinations, placement, discipline, grievance, counseling, training & development, and library services

2. Operational level

All the staff members, under the guidance of the principal, actively participate in implementing the policies, procedures, and framework designed by the management in order to achieve the quality standards in the light of its vision and mission. Office staff is involved in executing day to day support services for students and faculties.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Vocational Training on Tailoring

The college has implemented training on tailoring to cater to the growing demand for skilled professionals in the fashion industry. This course aims to equip students with the necessary skills to excel in tailoring. Participants will learn various techniques, including pattern-making, sewing, and garment construction. The curriculum focuses on both theoretical and practical aspects, providing hands-on experience through workshops and industry collaborations. Expert faculty members guided and mentor the students throughout the course. By offering this course, the college seeks to empower individuals with the necessary expertise to pursue successful careers in tailoring and contribute to the thriving fashion sector.

Computer Education

The college introduced a 50-hour vocational training course on computer education. This course covers topics including computer hardware and software, operating systems, basic programming, and

internet usage. Through a combination of practical and interactive sessions, students will have the opportunity to apply their knowledge and enhance their skills. Knowledgeable instructors support students throughout the course, ensuring a well-rounded learning experience. It aims to empower individuals with valuable computer skills, increasing their employability and enabling them to pursue diverse career opportunities in the digital era.

Certificate course on Fishery will be introduced.

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

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

The college, managed by Catholic Church, Diocese of Kohima, with Bishop as the Chairman, is affiliated to Nagaland University. There are 12 members in the governing board. These members are responsible for making major decisions, setting policies and providing strategic direction to the College. The Principal is the chief executive officer of the college. The Administrator is responsible for managing the administrative functions such as finance, human resources, infrastructure and general operations. Vice-Principal plays a pivotal role in maintaining discipline, fostering a positive learning environment and managing faculty and staff. The staff council consists of faculty and administrative staff members. The IQAC monitors, evaluate and enhance quality in the college's academic processes. HoDs supervise curriculum development and departmental operations. The faculty members' are In-charge of each clubs and committees. The Principal is supported by the Teachers-in-charge who help in executing the strategic and perspective plans.

The decisions to hold the Annual Cultural Festival, Graduation Day, Sports Tourney, Freshers' Day by the Staff Council and then the respective group is entrusted with the tasks of organizing the events. To strengthen the idea of participative decisions making, the Principal of the College does the consultation with

the staff members and student representatives.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.stxaviercollegejalukie.org/uploads/organogram.pdf
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The College prioritizes atmosphere for teaching and learning. Our employees are our greatest strength, and we implement effective welfare activities and programs to motivate them to perform their best. Here is a list of welfare measures for our teaching and non-teaching staff.

- Interest-free loans for teaching staff: Up to One Lakh for regular staff and up to 50,000 for staff in probation.
- Interest-free loans for non-teaching staff: Up to 25 thousand for regular staff and up to 15,000 for staff in probation.
- Quarters provided in the campus for outstation teaching and non-teaching staff, with no maintenance cost.

- Casual leave of up to 10 days for both teaching and non-teaching staff.
- Paid leave for attending competitive exams, seminars, conferences, or training programs, up to three days per semester.
- Provident Fund (PF) benefits for all staff
- Gifts are provided to teachers on special occasions
- Leave entitlements as per service rules, including maternity and paternity leave.
- Institution-sponsored gratis expedition for teachers, through a complimentary travel experience.

These welfare measures and incentives have made the staff members more effective and dedicated to the college's vision and mission.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

06

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

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

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

04

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

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

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

26

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

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

St. Xavier College Jalukie maintains Performance Appraisal System for teaching and non-teaching staff. It aims to foster the review of Professional conduct and growth of teaching and non-teaching staffs of the college.

The appraisal system for teaching staff covers various areas of performances like teaching, classroom management, evaluation of students, mentoring of students, research, professional/faculty development achievements, involvement in co-curricular and extra-curricular activities in and outside the college.

The appraisal system for non-teaching staff focuses on areas such as effective office management, efficiency in documentation and effective communication skills and dealings with student and parents' community.

The appraisal of staffs is important and crucial for assuring quality education environment and professional development of the staffs. Through such practice the college aims to engineer professionals in education industry responsible for producing quality minds out of the learners.

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

6.4 - Financial Management and Resource Mobilization

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

The college conducts internal and external financial audits regularly. The Finance Committee convenes regular meetings on the college's financial affairs, closely supervised by the Accountant, and subject to prior authentication and authorization by the Principal and the Board of Management. The Administrator maintains comprehensive financial accounts for all transactions, adhering to the guidelines of the governing body. Competent auditors, appointed by the governing body, undertake periodic internal and external audits to assess financial compliance and performance.

For Internal Audit

The governing body appoints duly qualified accountants responsible for the preparation and meticulous auditing of financial records.

- Audits are conducted biannually and annually, and comprehensive reports are compiled and submitted to the governing body for review, follow-up, and necessary actions.

External Audit

The governing body appoints government-recognized chartered accountants to compile and audit the college's financial accounts annually, following government norms and procedures.

All receipts and payments are processed through banks, except transactions totaling less than ten thousand.

Comprehensive details of each receipt and payment are recorded through payment vouchers and receipts, ensuring systematic documentation.

College fees are collected, and staff salaries are deposited directly into their respective personal bank accounts, complying with relevant billing procedures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

22.39 lakhs

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The College has strategies for mobilization of funds and financial resources.

- Annual budget is prepared by Administrator, verified by Principal and forwarded to Diocesan administrator for approval.
- The financial administrator and the Principal jointly sign every financial transaction, and carry out all the financial transactions through the bank only.
- The college gets its financial resources through ways such as:
 - Tuition fee collected for self-financing courses
 - Fee for various forms, certificates,
 - Financial assistance from the sponsoring society.
- Transparency and accountability of all transaction is maintained through vouchers and cash memos which are audited internally.

Utilization of Resources

- Fees received from students are used for development of the college and staff salaries, and are properly audited.
- Collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through Cheques/Electronic mode. Only authorized persons by management can operate the transaction through the bank.
- Library services and Sports services are strengthened and infrastructure is increased.
- Seminars and workshops are organized. National and International Conferences are attended by both the staff and students.
- Field trips and industrial visits are organized for students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

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

1. Emphasizes on Academic Excellence by identifying and proper follow up of slow learners and advanced learners.
2. Facilitates faculty development programmes and measures for the professional growth of staff.
3. Feedback from the stakeholders such as students, alumni, parents are given due importance for improving the quality.
4. For the upliftment of the students the following awards are initiated by IQAC

The Nagaland University Toppers Award for Xavierite who tops the university degree examination.

Academic Excellence Award for those students who secure highest grade in the college.

Smart Starter Award: Smart Starter Award for those Students with highest percentage in the +2.

Payback award: get fee-payback with the marks

90% End- semester Exam marks - 100% monthly Fee Payback

85% End- semester Exam marks - 50% monthly Fee Payback

80% End- semester Exam marks - 1 month Fee Payback

75% End- semester Exam marks - 100% Fine Fee Payback

IQAC reviews the teaching-learning process, methods of operation and its outcome on a regular interval. Appropriate steps are introduced and actions are taken for improvements and better results.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

IQAC reviews the teaching-learning process, methods of operation and its outcome on a regular interval, appropriate steps are introduced, and actions are taken for improvements and better results. Some of the initiatives are mentioned as follows:

Regular academic audit is done and actions are initiated. The Audit report is being prepared, keeping in mind the criteria and reports prescribed by NAAC and other bodies. The Internal Quality Assurance Cell (IQAC) continuously strives for academic excellence and undertakes continuous academic and administrative audits.

Lesson Plan: For implementation of teaching-learning reforms systematic lesson plan is made to cope with the new pedagogy of teaching skills, which is prepared and submitted every semester.

Result Analysis: In order to evaluate the students' performance, the IQAC has initiated steps to come up with a comprehensive result analysis of all individual students. It helps the teachers to appraise their own performance and make appropriate changes in their teaching methods to improve their quality of teaching.

Based on this analysis, the weaker students are identified and remedial classes are provided to improve their performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.stxaviercollegejalukie.org/annual_reports
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College is dedicated to promoting gender equity and creating an inclusive and empowering environment for its students, staff, and faculty members. Throughout the year, it has undertaken several measures to actively address gender-related issues and promote gender equality by organizing awareness and sensitization programs to educate students and staff about gender issues.

The college has established a Women's Cell, Anti-Sexual Harassment, and Anti-Ragging Committee to address gender-related concerns, providing support and counselling. Electronic surveillance through CCTV cameras on the premises as well as separate toilets for students ensures the implementation of policies that promote gender equity.

It actively promotes the participation of women in leadership roles and decision-making processes whereby they have 50% share in student organizations, clubs, and committees. Thus, the college aims to empower women and promote their representation in various domains.

Additionally, under the initiative of Rev. Dr. Fr. Francis, Principal, the Women's Cell provided an empowering e-rickshaw driving class for girl students. The class offered comprehensive training in e-rickshaw driving skills, security, road safety, and maintenance. This is driven exclusively by girls' students and is open to all girls in learning how to drive. The college continuously addresses gender related issues and promotes gender

equity.

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

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

A. 4 or All of the above

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

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

The institution fosters a clean and sustainable environment by effectively managing both degradable and non-degradable waste. The college offers a range of facilities and initiatives to ensure proper waste management within its campus.

For degradable waste, the college has implemented an efficient waste segregation system. Various waste bins are strategically placed throughout the campus, clearly labelled for the segregation of biodegradable waste. These waste bins are regularly emptied, and the segregated waste is directed to appropriate disposal methods.

To further address degradable waste, the College has established a Vermi- composting facility. This facility utilizes organic wastes to produce nutrient-rich compost which is then used in the

college's gardens and landscaping, promoting sustainability and reducing the need for chemical fertilizers.

For non-degradable waste management, the college has implemented a comprehensive recycling program. Separate bins are provided for the collection of e-waste and recyclable materials such as plastic, glass, metal, and paper. These materials are collected and sent for recycling to reduce the amount of waste sent to landfills.

In addition to waste segregation and recycling, the college also promotes awareness regarding waste management. Workshops and awareness campaigns are conducted to encourage students and staff to adopt responsible waste disposal practices.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.stxaviercollegejalukie.org/uploads/waste.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered**

A. Any 4 or All of the above

<p>vehicles</p> <p>3. Pedestrian Friendly pathways</p> <p>4. Ban on use of Plastic</p> <p>5. Landscaping with trees and plants</p>	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</p> <p>1. Green audit</p> <p>2. Energy audit</p> <p>3. Environment audit</p> <p>4. Clean and green campus recognitions/awards</p> <p>5. Beyond the campus environmental promotional activities</p>	<p>A. Any 4 or all of the above</p>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment</p> <p>Built environment with ramps/lifts for easy access to classrooms.</p> <p>Disabled-friendly washrooms</p> <p>Signage including tactile path, lights, display boards and signposts</p> <p>Assistive technology and facilities for persons with disabilities (Divyangjan)</p> <p>accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information :</p> <p>Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>B. Any 3 of the above</p>

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

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

The College fosters an inclusive environment that embraces diversity and promotes tolerance and harmony among its students and staff. It has been taking various initiatives to ensure an inclusive and accepting atmosphere in the campus.

1. Admission in the college is open to all irrespective of their caste, creed, religion, and language.

2. The College organizes cultural events and celebrations for students to share their diverse traditions, customs, and languages, fostering a sense of appreciation and understanding among them.

3. The college encourages discussions on diversity and inclusivity through seminars and workshops where students and staff engage in thoughtful conversations, exchange ideas, and learn from each other's perspectives. This promotes tolerance and understanding by addressing stereotypes, biases, and prejudices that may exist.

4. Collaborations with community organizations and social service agencies are undertaken to organize events, workshops, and outreach programs thus promoting a more inclusive society beyond the institution.

5. Financial assistance and scholarships are given to students from economically disadvantaged backgrounds for equal access to quality education.

6. The college discourages any form of discrimination or harassment based on cultural, regional, linguistic, communal, or socio-economic differences. It has strict policies and grievance mechanisms to address such issues promptly and fairly.

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

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

One of the institutional goals of our college is to create enlightened Indian citizens. To do so, it is essential to imbibe the constitutional ethos in the minds and hearts of the faculty and students. Our college has well designed policy, institutional mechanisms, academic curriculum and ethical practices to sensitize the students and staff regarding constitutional obligations.

The College has NCC, NSS, RRC, Eco Club, NYKS, Women Cell, anti-ragging committee, Grievance redressal cell, etc. to protect and foster human rights.

Seminars and workshops are conducted to create awareness and sensitizing the students and employees to constitution obligation thereby fostering critical thinking, empathy, and a sense of moral responsibility, enabling them to actively uphold constitutional ideals and contribute to a harmonious and responsible society

Foundation Course as an interdisciplinary subject teaches fundamental rights and duties to students. Environmental studies sensitize students towards environmental issues. Subjects like sociology, political science and history disseminates constitutional values like secularism, democracy, gender rights, and respect for cultural, linguistic and religious minorities.

The college celebrates national events like Independence Day, Republic Day and Constitution Day to instill patriotism. Seminars, workshops, and competitions are organized to commemorate the legacies of national leaders.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

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

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

The academic calendar has a plethora of significant events, showcasing the institution's enthusiasm and commitment to celebrating numerous national, international days, commemorative events, and festivals. They reflect the institution's vibrant cultural diversity, inclusivity, and broad outlook.

The College commemorates national days or festivals of immense importance in the country. These celebrations provide a sense of patriotism, pride, and cultural appreciation among the participants.

Moreover, the institution actively engages in observing international days that promote awareness and understanding of critical global issues such as World Environment Day, International Women's Day, and more. These events foster a global perspective and highlight the institution's commitment to addressing societal challenges.

The institution also embraces diverse cultural celebrations and festivals, recognizing the richness and vibrancy of various communities. Diwali, Christmas, and other cultural festivals are celebrated with great enthusiasm, creating a sense of unity, respect, and appreciation for different traditions.

By organizing and participating in these events, the institution cultivates an inclusive and harmonious environment. It encourages students and staff to embrace diversity, foster intercultural understanding, and develop a global mindset. These celebrations not only bring joy and excitement but also serve as valuable opportunities for cultural exchange, dialogue, and learning.

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

7.2 - Best Practices

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

Payback Award

Objectives

- To allow student that would otherwise have problems financially in attending college.
- To encourage the hard working and talented students in their studies.

Context

Meritorious students in semester examinations scoring 90% gets 100% monthly fee payback, 85% gets 50% monthly fee payback, 80% gets one month monthly fee payback, and students scoring 75% gets 100% fine payback.

The Practice

It was started in 2019 and beneficiaries increase every year.

Evidence of Success

- Reducing students' financial burden allowing them to focus on their education.
- Increase in the number of awardees.

Challenges

1. Limited funding
2. Monitoring and evaluation: Tracking the students' academic performance and achievements require dedicated resources.

'EARN AND LEARN'

Objectives

1. To develop and expose work culture among the students before actual employment in the real world
2. To make education accessible to the economically marginalized and meritorious students.

Context

Each student is paid Rs. 50 on an hourly basis.

Practice

It is available to students willing to work. It encourages students earning while learning for their expenses.

Evidence of Success

The programme has helped several students facing financial problems. The number of applicants who seek aid is on rise.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

St. Xavier College, Jalukie, is established and managed by Catholic Church, Diocese of Kohima, Nagaland. Considering the educational, social, economic and other important aspects of life, it seeks to provide relevant and progressive resourceful environment for the students. The college is a co-educational institution and it admits students to Bachelor of Arts (BA) Degree Course.

Vision and Mission: To ensure the academic, social and spiritual development of students from the tribes and regions into responsible citizen through validated teaching- learning, research, co-curricular and extension processes, thus, actualizing the dreams of the founders and pioneers.

1. Good teaching and learning environment supported by productive library and peaceful environment.
2. Impressive and excellent result at University Examination.
3. Adherence to foundational concepts that have laid out the path of growth plan.
4. Meticulously planned and implemented personal and professional development programs for faculty and students.
5. Efficient governance structure and administrative mechanisms to ensure speedy implementation of all developmental plans.
6. Manifest commitment to be responsible stewards of the extraordinary campus it is blessed with by a meticulous devotion and commitment to ensuring eco-consciousness and reverence for the gifts of nature.

Enhancement of vocational training for the overall development and job-opportunities

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action for the Academic Year 2023-24

Sl. No

Areas of Concerns

1.

Academics

- Induction of new faculty members
- Introduction of FYUGP as per guidelines of Nagaland University.
- Certificate Courses

1.

Collaborations/MOUs

- Sign MoUs with Jesus and Mary College New Delhi and Government College, Peren, Nagaland.
- Faculty Exchange with Government College, Peren, Nagaland.
- Collaborative Seminars/Workshops

1.

Organize Faculty Development Programmes

1.

Seminars/Workshops/Conferences for students

1.

Co-curricular Activities (Sports& Cultural Events)

- Participation in inter-college sports events
- Participation in Nagaland Olympics

- Organize Inter-Department Tourney and College Sports Week.

1.

Students Satisfaction Survey/Feedback Analysis

1.

Extension /Outreach Activities through clubs/Cells

1.

Development and Maintenance of Infrastructure & Learning Resources

- To set up ICT Facilities in all classrooms
- Botanical Garden
- Purchase Boats
- Complete construction of Chapel
- Construct New Staff Room

1.

Skill Development

- To facilitate trainings or certificate courses for skills development.

1.

Green Campus Initiatives

- Trees Plantation drive
- Cleanliness Drive

1.

Audits

- Green Audit
- Energy Audit
- Academic and Administrative Audit
- Financial Audits

1.

Observation of Days of National/International importance

1.

Gender Sensitization activities

1.

Career Guidance Programmes

1.

Research Initiatives

- To facilitate a Research Environment in the College, which encourages Faculty to undertake Research.

1.

Submission of AQAR 2022-23