



ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC

AISHE-C-42763

ISO-9001:2015

Phone: 08986638271/08987890754 Email: sxcmdanr@gmail.com website: www.sxcm.co.in

ACTION TAKEN REPORT OF THE MEETING

HELD ON 7th JULY 2022

- The departments in charge of conducting Student Induction Programs for incoming freshmen for the academic year 2022-23, along with Student Orientation Programs for current second and third-year students, have completed their tasks.
- Bridge courses for the new freshmen took place over a 15-day period in September 2023.
- Admissions for the current academic year have been favorable, with a total of 298 enrolled students.
- An international webinar on research skills and development was organized by the science stream on September 10th, and a national webinar on sustainable environment was held from September 20th to 21st, 2022.
- Several new value-added courses targeting skill development, training in trending areas, and communication skills are currently in progress.
- A program titled 'Re-visiting Mentoring' is in the planning stages for teaching faculty. Circulars outlining the requirements of the Mentor-Mentee Program for the current year have been released to initiate the program.
- To maintain documentation for the 2nd Cycle of Accreditation, annual reports have been included in the college magazines.
- A draft for a Memorandum of Understanding (MoU) between Gulabchand Prasad Agrawal College Chatrapur, Sadma, Palamau, Jharkhand, has been prepared to provide mentorship for NAAC Accreditation.
- Preparations are underway to welcome the General Assistant.
- New certificate courses have been introduced, and existing certificate courses have been updated to enable students to gain technical skills.
- The Cultural Committee organized an exhibition on tribal materials/fabrics utilized by the indigenous people of Jharkhand to safeguard and foster their distinct artistic customs.
- As a sustainable option, the replacement of CFL light bulbs with LED light bulbs has been completed, as LEDs require less energy and are up to 75 percent more efficient in producing the same amount of light.

IQAC Coordinator

Sr. Kaslin Juliet SAL

COORDINATOR
Internal Quality Assurance Cell
St.Xavier's College, Mahuadanr
Latehar, Jharkhand - 822119

Principal

Dr. Fr. M.K. Joseph SJ

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ACTION TAKEN REPORT OF THE MEETING

HELD ON 17th OCTOBER 2022

- IQAC organized a seminar on the "New Education Policy," offering a colloquium on the draft National Education Policy to enhance the knowledge of staff and students.
- Technical assistance and expertise were extended by the IQAC to all departments, cells, and committees for event organization. Additionally, ICT facilities and infrastructure were provided for online teaching.
- IQAC conducted a one-day workshop on the Revised NAAC Manual, addressing all metrics included in the manual through group discussions.
- Digital educational resources were distributed to enable and motivate learning. An online learning platform was subscribed to, allowing students and faculty to enroll in courses and obtain certificates.
- Planning for a week-long College Day and Youth Festival is underway, with assigned in-charges responsible for executing various responsibilities.
- A two-day training program on invigilation, supervision, and evaluation of examinations was jointly organized by IQAC, the Examination Cell, and the Controller of Examinations.
- The Department of Hindi initiated the collection of documents required for uploading necessary data to the Unnat Bharat Abhiyan portal, aiming to launch the initiative for Swachhta and rural engagement.
- The Research/Innovation Cell conducted workshops on Intellectual Property Rights (IPR) and Plagiarism and Quality Research Publication to promote research and intellectual development.
- Capacity-building programs were implemented to enhance the skills, instincts, abilities, processes, and resources of all teaching and non-teaching staff.
- The Research and Innovation Cell (R&I) aimed to increase the publication of college research papers in a research journal entitled Xaverian Quintessence. Different departments were tasked with providing topics for their research work.
- The Internal Quality Assurance Cell organized a meeting with multiple stakeholders to gather their views and perspectives on development and progress.
- An award ceremony was held to recognize academic excellence and regular attendance.
- Registration with INFLIBNET was undertaken to enhance communication capabilities for improved data exchange, providing support for student grants, teaching, research, and education through the collective effort and participation of relevant institutions.

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ACTION TAKEN REPORT OF THE MEETING

HELD ON 10th JANUARY 2023

- A workshop on Academic and Administrative Audit was conducted in preparation for the upcoming Academic Audit.
- Initiation of a questionnaire survey for Annual Energy, Green, and Environment Audits is in progress.
- Students were informed and made aware of the Savitri Bai Phule Scheme.
- The finalization of the Annual Quality Assurance Report (AQAR) for the 2021-2022 academic year is currently underway.
- The process of participating in the NIRF Ranking and uploading AISHE data is in its final stages.
- A Memorandum of Understanding (MoU) was established to provide Corporate Social Responsibility (CSR) mentorship to college students in batch-wise groups.
- An internal Student Satisfaction Survey was conducted using a designed questionnaire to assess quality improvement.
- Assistant Professor Shashi Shekhar presented a report highlighting areas where the college lost marks during the first cycle of the NAAC accreditation. Corrective measures were decided based on the findings.
- Regular Criteria Coordinators Meetings were held to strengthen efforts related to the criteria.
- The Student Quality Assurance Cell (SQAC) convened to ensure student involvement in the Accreditation process and their contribution to quality improvement.
- Coordination teams from IQAC-NAAC organized individual meetings with each department of the college in preparation for the 2nd Cycle of NAAC Accreditation.
- The Sports committee coordinator compiled a list of requirements to upgrade the Sports and Gym Facilities, enhancing the quality of sports and gym activities.

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**ACTION TAKEN REPORT OF THE MEETING
HELD ON 13th MARCH 2023**

- Parent-Teacher Meetings were conducted both at the college and department levels to inspire students to strive for excellence.
- University model exams were organized for students across three different batches, providing them with an opportunity to familiarize themselves with the examination format and gain valuable experience.
- Drafts were prepared and sent to different colleges to establish Multiple Memoranda of Understanding (MoUs).
- Students were encouraged to actively participate in Xaverian Week events, emphasizing skill development and community engagement.
- Amendments were made to current policies to ensure the safety and welfare of both students and staff.
- Two core groups were established to ensure accurate and correct documentation for the Self-Study Report (SSR).
- The Research/Innovation Cell initiated departmental mini research projects to promote enthusiasm for learning.
- A training program was organized to empower faculty in effectively using Smart Boards to enhance the college's teaching-learning process.
- The installation of 36 CCTV cameras is underway to enhance the security of the premises and monitor student, staff, and visitor activities.
- A proposal for a new canteen is currently under consideration by the management committee.
- The process of upgrading the language lab is in progress.
- A Student Resource Center was inaugurated to introduce job-oriented courses.

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ACTION TAKEN REPORT OF THE MEETING

HELD ON 10th APRIL 2023

- Internship programs, faculty exchanges, and project works were initiated with institutions following the formalization of Memoranda of Understanding.
- In line with the decision to utilize college infrastructure for social programs and external events, the college building and Auditorium were made available for the upcoming Youth Camp.
- Self-appraisal reports from faculty members were collected and presented to the Principal.
- The college website underwent a comprehensive update with new content.
- Heads of Department (HoDs) received a well-structured survey form to gather feedback on the curriculum, college performance, and syllabus from faculty, alumni, students, parents, and employers during the current year.
- The Placement Training Programs of the college were enriched by incorporating industry interaction and collaboration through an Innovation Cell.
- Alumni meets were organized to foster connections between recent graduates and senior professionals, aiding young graduates in their career pursuits and strengthening their bond with the alma mater.
- Events were conducted related to the College's Vision, Mission, Code of Conduct, and Professional Ethics.
- A SWOC Analysis was performed as part of the college's quality improvement initiatives, identifying strengths, weaknesses, opportunities, and challenges.
- Departmental academic calendars were developed, contributing to the preparation of an annual college academic calendar.
- An exit survey was conducted among departing students to assess the quality of their future endeavors, plans, and settlements.
- Programs were implemented to advance the welfare of women, offering free health camps and counseling sessions.
- Departments submitted their Year-end Reports to the Institutional Quality Assurance Cell (IQAC).

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