



ST. XAVIER'S COLLEGE MAHUADANR

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

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

AISHE-C-42763 ISO-9001:2015

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Date: 3rdSeptember 2018

NOTICE

IQAC MEETING

Date: 7th September 2018

Time: 10.30 a.m.

Venue: IQAC office

Agenda:

1. Review of the reports of different committees
2. Seminars/FDP
3. Green initiatives
4. Research Committee
5. Inter-departmental activities
6. Youth festival
7. Self appraisal form for Faculty
8. International seminar

Coordinator

Sr. Kaslin Juliet SAL

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

Chairperson

Dr. Fr. M.K. Joseph SJ

Principal
St.Xavier's College
Mahuadanr



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MINUTES OF THE IQAC MEETING

Held on 07-09-2018

Time: 10.30 am **Venue:** IQAC Office

Agenda:

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Members Present for the meeting:

Dr. Fr. M.K. Jose SJ- Chairperson

Dr. Sanjay Bara Head of History Department

Dr. Pyari Kujur Head of Kurukh Department

Dr. Vibha Alpna Kujur - Head of Hindi Department

Mr. George Samuel Kisku - Faculty, Department of English

Mr. Binay Kumar Yadav - Head of Chemistry Department

Mr. Soaib Akhter - Alumni representative

Ms. Aalia Nadhim - Alumni representative

Mr. Hemant Minj - Student representative

Ms. Kushbhu Kumari - Student representative

Mr. Md. Tanweer Ahmad - Community representative

Mr. Nandlal Mehta - Industry representative *Nandlal Mehta.*

Sr. Kaslin Juliet - IQAC Coordinator & Head of Botany Department *Kaslin*

The meeting began with prayer.

The minutes of the last meeting held on 10th August 2018 were read and passed after a brief discussion.

Agenda points taken for discussion:

1. Review of the reports of different committees:

The reports of various college committees were reviewed to establish benchmarks/parameters for academic, administrative, research, and extension activities.

2. Seminars/FDP:

With the Chair's permission, it was decided to conduct seminars and Faculty Development Programs (FDP) for the faculty and students of our college.

3. Green initiatives:

- As part of our green initiatives, a greenhouse was constructed, and a botanical garden was created.
- The scientific names of the plants need to be displayed, so a request was made to the Botany department to complete this task as early as possible.

4. Research Committee :

A Research Committee was established to organize and supervise research-related activities in the college, involving and benefiting both students and faculty.

5. Inter-departmental activities:

Interdepartmental activities need to be regularized as part of the student development program. All departments were asked to take the initiative in organizing these gatherings.

6. Youth festival:

It was resolved to conduct the Youth Festival in the college on 3rd December, which also happens to be the college day. This program should be held annually to showcase the inherent talents of the students.

7. Self-appraisal form for Faculty:

A new feedback form for teaching faculty needs to be formulated to evaluate the teaching-learning process and student-centric methods. The evaluation will be conducted at the end of each semester.

8. International seminar

An international seminar is planned to be organized in the college, and duties were assigned to the IQAC members. The resource persons will be from Xavier College, Burke Hall, Kew, 3101, Australia.

The meeting concluded at 12:00 noon, with the Chairperson thanking the members for their valuable time, suggestions, and commendations.



IQAC Coordinator

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ACTION TAKEN REPORT OF THE MEETING

HELD ON 7th SEPTEMBER 2018

- An extensive review of reports from various college committees was conducted to establish benchmarks and parameters for the academic, administrative, research, and extension activities.
- Department heads were notified to initiate the organization of Faculty Development Programs.
- In alignment with green initiatives, a greenhouse was constructed, and a botanical garden featuring plant species from different families was established, with the Department of Botany displaying the scientific names of the plants.
- A Research Committee was established to supervise research-related activities, fostering collaboration and benefits for both students and faculty.
- Intensive preparations were undertaken for the impending Peer Team visit.
- Invitations were prepared for the organization of the Youth Festival, and information was disseminated to various educational institutions.
- A new feedback form for teaching faculty was created, in consultation with Heads of Departments, to evaluate the teaching-learning process and student-centric teaching methods.
- A committee was formed to oversee the organization of an International seminar on the topic "Building Bridges through Higher Education."

IQAC Coordinator

Sr. Kaslin Juliet SAL

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