



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

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

Date: 4th March 2019

NOTICE

IQAC MEETING

Date: 8th March 2019

Time: 10.30 a.m.

Venue: IQAC office

Agenda:

1. Overview of NAAC Process
2. Discussion on preparation for Peer Team Visit Scheduled on 19th to 20th March 2019
3. Review of the preparation of Departments and facilities for NAAC Peer Team Visit
4. Preparation of interaction of students, Parents and Alumni with NAAC Peer Team
5. Academic Administrative Audit
6. Purchase of equipments for different departments

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 08-03-2019

Time: 10.30 a.m.

Venue: IQAC Office

Agenda:

- Overview of NAAC Process
- Discussion on Preparation for Peer Team Visit Scheduled on 19th to 20th March 2019
- Review of the Preparation of Departments and Facilities for NAAC Peer Team Visit
- Preparation for Interaction of Students, Parents, and Alumni with NAAC Peer Team
- Academic Administrative Audit
- Purchase of Equipment for Different Departments

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

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

The meeting began with prayer.

The minutes of the last meeting held on 15th January 2019 were read and passed after a brief discussion.

Agenda points taken for discussion:

1. Overview of NAAC Process:

The IQAC Coordinator discussed the following points regarding the status of the NAAC process:

- The IQA was submitted to NAAC on 14th November 2018.
- Briefed about the SSR.
- Informed about the date of the Peer Team Visit to the college scheduled for 19th to 20th March.

2. Discussion on preparation for Peer Team Visit Scheduled on 19th to 20th March 2019:

The IQAC Coordinator elaborated on the following points regarding the Peer Team Visit scheduled for 19th to 20th March 2019:

- Provided the tentative schedule of the Peer Team Visit.
- Discussed the preparation by all departments for the visit.
- Explained the constitution of various committees to ensure the smooth conduct of the Peer Team Visit.
- Informed all stakeholders about the Peer Team Visit.

3. Review of the preparation of Departments and facilities for NAAC Peer Team Visit:

- All HoDs provided detailed information about the preparation status of their respective departments for the NAAC Peer Team Visit."
- All in-charges were briefed about the facilities made available for the visit.

4. Preparation of interaction of students, Parents and Alumni with NAAC Peer Team:

The committee in-charges briefed about the preparation status for interactions with students, parents, alumni, and staff.

5. Academic Administrative Audit:

All HoDs of the departments were instructed to provide the necessary information for the conduction of the Academic Administrative Audit.

6. Purchase of equipment for different departments:

The department in-charges were requested to present their equipment purchase requirements for the labs and departments.

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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Chairperson

Principal
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ACTION TAKEN REPORT OF THE MEETING HELD ON 8thMARCH 2019

- The assessment of SSR and the NAAC accreditation process played a crucial role in maintaining organized documentation. Essential files were disseminated to ensure document integrity.
- The incorporation of ICT in the teaching-learning process was standardized and elevated to improve the pedagogical approach of the college.
- Department heads provided essential information for the facilitation of the Academic Administrative Audit.
- In-charges of different departments outlined their requirements for the procurement of laboratory equipment and other departmental needs.
- The Annual Quality Assurance Report (AQAR) was formulated collaboratively with the assistance of various committees and criteria-specific groups.

IQAC Coordinator

Sr. Kaslin Juliet SAL

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