



# 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:sxcm DANR@gmail.com website:[www.sxcm.co.in](http://www.sxcm.co.in)

Date: 4<sup>th</sup> August 2018

## NOTICE

### IQAC MEETING

Date: 10<sup>th</sup> August 2018

Time: 11.00 a.m.

Venue: IQAC office

#### Agenda:

1. Re-constitute of the committee
2. Lesson plans
3. SSR finalization
4. Science exhibition
5. Departmental report
6. Upgrading College website
7. Up gradation of Career Counseling cell.

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 10-08-2018

Time: 11.00 am

Venue: IQAC Office

### Agenda:

1. Re-constitute of the committee
2. Lesson plans
3. SSR finalization
4. Science exhibition
5. Departmental report
6. Upgrading College website
7. Up gradation of Career Counseling cell.

### 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 11<sup>th</sup> July 2018 were read and passed after a brief discussion.

**Agenda points taken for discussion:**

**1. Re-constitute of the committee:**

The standing committee for the Assessment Process was reconstituted in preparation for the NAAC assessment.

**2. Lesson plans:**

Lesson plans were designed to be submitted by each teacher for the subjects they teach.

**3. SSR finalization:**

It was decided to form various committees to finalize the Self-Study Report (SSR).

**4. Science exhibition:**

It was decided to conduct a science exhibition in October 2018.

**5. Departmental report:**

To establish a mechanism for ensuring timely, efficient, and periodic progress in academic activities, it was resolved that IQAC members (Faculty) shall conduct Internal Audits for all Departments. Different time slots were allotted to each department, during which they were expected to deliver a PowerPoint presentation on their annual activities and conduct a SWOC analysis for their department.

**6. Upgrading College website:**

The college website needs to be updated with information about the new programs being introduced.

**7. Up gradation of Career Counseling cell:**

To enhance student learning, it was resolved to conduct various seminars and awareness programs from time to time.

The meeting concluded at 12:30 am, with the Chairperson thanking the members for their valuable time, suggestions, and commendations.



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## ACTION TAKEN REPORT OF THE MEETING

HELD ON 10<sup>th</sup> AUGUST 2018

- Faculty members from various departments, along with coordinators of different committees, were brought together to establish new standing committees dedicated to the NAAC Assessment Process.
- Teachers submitted designed lesson plans for their respective subjects, and interdepartmental activities, including sports, games, cultural, and literary events, were incorporated to enrich the student experience.
- Several committees were assembled to finalize the Self Study Report (SSR).
- A new committee was created specifically for organizing a science exhibition.
- Guidance was provided to facilitate the presentation of departmental annual reports.
- The college website underwent an upgrade, highlighting the introduction and implementation of new programs.
- The Coordinator of the Career and Counseling cell was notified about seminars, project works, and awareness programs to be conducted periodically for student development and enhanced learning.

IQAC Coordinator

Sr. Kaslin Juliet SAL

Principal

Dr. Fr. M.K. Joseph SJ

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