



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:sxcmadanr@gmail.com website:www.sxcm.co.in

Date: 12th January 2019

NOTICE

IQAC MEETING

Date: 15th January 2019

Time: 11.00 a.m.

Venue: IQAC office

Agenda:

1. SSR submission
2. Parents meet
3. Remedial classes
4. Remodeling of feedback forms
5. University Model Exams
6. DVV Clarification
7. Outreach program
8. Monitoring students progression through counseling

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 15-01-2019

Time: 11.00 am

Venue: IQAC Office

Agenda

1. SSR submission
2. Parents meet
3. Remedial classes
4. Remodeling of feedback forms
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6. DVV Clarification
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8. Monitoring students progression through counseling

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 7th September 2018 were read and passed after a brief discussion.

Agenda points taken for discussion

1. SSR submission

The Chairperson of the IQAC congratulated all the members of the committee for their contribution to the successful submission of the SSR.

2. Parents meet

It was resolved to conduct the Parent-Teachers-Students meet in January to gather parents' evaluations regarding administration and teaching-learning.

3. Remedial classes

It was decided to start remedial classes for all slow learners from January onwards.

4. Remodeling of feedback forms

The team discussed the existing feedback system and suggested changes to the form.

5. University Model Exams

It was decided to conduct model exams for university semester students.

6. DVV Clarification

- NAAC sought clarification from DVV on different criteria, leading to the decision to distribute the work to various groups to obtain accurate data.
- Mrs. Saroj and Prema were assigned the task of handling data related to the office.
- The responsibility for financial matters was given to Fr. John Tirkey.
- Asst. Prof. Habib and Asst. Prof. George Samuel were tasked with gathering information on physical facilities.
- Extension Unit Coordinators were assigned the reports of the Extension Units.
- Clarifications related to academics were assigned to Asst. Prof. Amresh Chandra Pandey and Miss Princy Kumari.

7. Outreach program

It was decided to conduct a number of outreach programs through the extension units.

8. Monitoring students progression through counseling

Student monitoring has been an ongoing process throughout the year, but it needs to be further addressed.

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 15th JANUARY 2019

- A notice concerning the Parents-Teachers meet was distributed to update parents on the students' progress.
- Remedial classes commenced in January for all students identified as slow learners.
- The current feedback system underwent discussion, and modifications were proposed by the team.
- The feedback committee revamped the feedback forms.
- Numerous outreach programs were outlined and communicated to committee in-charges and department heads.
- Student monitoring was diligently handled through counseling to ensure ongoing progress.

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