



ST. XAVIER'S COLLEGE MAHUADANR

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

Date: 11th July 2019

NOTICE

IQAC MEETING

Date: 13th July 2019

Time: 10.30 a.m.

Venue: IQAC office

Agenda:

1. Reconstitution of IQAC
2. Up gradation of Laboratories and Library
3. Review of Academic Results and Action plan for improvement
4. Conduct of Induction Programme of students
5. Orientation programme for the Faculty members on August 2019
6. Developing Quality Culture among Teachers
7. Compiled regulations Prospectus for Academic Departments
8. Value added courses
9. Starting innovative and interdisciplinary programmes
10. Communicative English Program
11. Best Practices for 2019-20
12. e-AQAR 2018-19 submission status as per new guidelines, Amendment in IQAC committee
13. Mentoring unaccredited colleges

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



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

MINUTES OF THE IQAC MEETING

Held on 13-07-2019

Time: 10.30 am

Venue: IQAC Office

Agenda:

1. Reconstitution of IQAC
2. Upgradation of Laboratories and Library
3. Review of Academic Results and Action plan for improvement
4. Conduct of Induction Programme of students
5. Orientation programme for the faculty members on August 2019
6. Developing Quality Culture among Teachers
7. Compiled regulations Prospectus for Academic Departments
8. Value added courses
9. Starting innovative and interdisciplinary programmes
10. Communicative English Program
11. Best Practices for 2019-20
12. e-AQAR 2018-19 submission status as per new guidelines, Amendment in IQAC committee
13. Mentoring unaccredited colleges

Members Present:

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 *Kushbhu Kumari*

Mr. Md. Tanweer Ahmad - Community representative *Tanweer Ahmed.*

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 8th March 2019 were read and passed after a brief discussion.

Agenda points taken for discussion:

1. Reconstitution of IQAC:

The committee decided to establish a core committee for the smooth functioning of the IQAC affairs.

2. Upgradation of Laboratories and Library:

As per the requirements of the CBCS system and NAAC, necessary resources and infrastructure need to be made accessible. Therefore, all departments were asked to prepare lists of books, materials, and equipment for labs and submit them on time.

3. Review of Academic Results and Action plan for improvement:

- Action Plan for Result Improvement
- Categorization of Subjects Based on the Last Three Years' Results into Hard and Soft Categories:

The result targets for each subject will be set incrementally for each year, accompanied by the following actions:

- Focus on improving attendance. Students may request leave in advance from their teacher/guardian.
- Identification of weak students based on class test marks and counseling for difficulties encountered in exams.
- Allotment of extra hours for hard subjects.
- Encouragement of students to improve their grades to enhance the overall quality of results.

4. Conduct of Induction Programme of students:

As stipulated by the academic calendar, a one-week induction program is to be conducted for students during the first week of August 2019. Programs are to be organized at two levels: the department level and the college level. With the support of the faculties, programs, including lectures and interactive sessions on various topics, are to be conducted.

5. Orientation programme for the Faculty members on August 2019:

It is resolved to conduct a general orientation program for the faculty members in August 2019.

6. Developing Quality Culture among Teachers:

To instill a quality culture among teachers, it was resolved to conduct a series of seminars and workshops. The meeting further resolved to recommend the preparation of detailed guidelines for organizing academic seminars and workshops. A committee with the following members is proposed for the same:

- a. Dr. Sanjay Bara, Department of History
- b. Dr. Anil Kumar Tete, Department of Political Science
- c. Asst. Prof. Neha Minj, Department of Mathematics
- d. Asst. Prof. Binoy Kumar Yadav, Department of Chemistry
- e. Asst. Prof. George Samuel Kisku, Department of English
- f. Asst. Prof. Alice Barla, Department of Commerce

7. Compiled regulations Prospectus for Academic Departments:

It was decided to distribute and publish all academic regulations in force as a handbook. This initiative aims to enhance administrative convenience and equip faculty members and administrative staff for the smooth functioning of the system.

8. Value added courses:

During the 1st cycle of NAAC accreditation, the college exhibited only a limited number of Value-Added Courses. Considering the inadequacy of these offerings, the committee recommended the initiation of additional Value-Added Courses for students.

9. Starting innovative and interdisciplinary programmes:

The committee recommended initiating innovative and interdisciplinary certificate courses by various departments without imposing a financial burden on the college.

10. Communicative English Program:

The committee decided to conduct a Communicative English program to enhance students' fluency in English, aiming to contribute to their success in securing good placements.

11. Best Practices for 2019-20:

It was resolved to enhance two practices of the college: the Award Ceremony and Value Education.

- a. Regarding the Award Ceremony, despite its regular practice, there is a decision to give more emphasis this year. The aim is to boost students' enthusiasm and optimize their skill and potential development. This will be achieved through activities such as displaying photos of University and College toppers for every semester on a common notice board, honoring students and their parents during parent-teacher meetings, arranging a tea party for awardees and their parents with the Principal and the administrative council of the college, etc.
- b. As for Value Education, being an integral part of the curriculum, it was decided to integrate value education into the course from the beginning. Due to societal influences and the degradation of the value system, students have shown minimal interest in value education classes. To provide the right orientation to students about moral values and soft skills, weekly value education classes will be arranged and monitored by the Principal himself this year. Activities such as PowerPoint presentations, video clips of real-life stories of inspiring personalities, etc., could be included.

12. e-AQAR 2018-19 submission status as per new guidelines, Amendment in IQAC committee:

Sr. Kaslin explained the activities planned for the online submission of AQAR to NAAC for the year 2019-20 in accordance with the guidelines.

13. Mentoring unaccredited colleges:

The decision was made to provide assistance to unaccredited colleges in need. Sr. Kaslin, the IQAC Coordinator, was selected to offer the necessary support, along with the required documentation.

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



IQAC Coordinator

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



Chairperson

Principal
St. Xavier's College
Mahuadanr



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

ACTION TAKEN REPORT OF THE MEETING

HELD ON 13th JULY 2019

- The IQAC committee was reconstituted to ensure the seamless operation of its functions.
- Adequate resources and infrastructure were provided to align with the requirements of the CBCS system and NAAC standards.
- Subjects were classified into hard and soft categories based on the results from the last three years.
- A one-week induction program was implemented for students following the academic calendar.
- A comprehensive orientation program for faculty members took place from August 24th to 29th, 2019.
- Staff members were granted NOCs to pursue their Ph.D. studies.
- Academic regulations were consolidated into a handbook for administrative convenience, preparing faculty members and administrative staff for the efficient functioning of the system.
- Value-added courses were introduced based on the guidance of AQAR 2018-19.
- Recommendations were put forth to launch innovative and interdisciplinary certificate courses.
- A communicative English program was initiated to enhance students' fluency, contributing to improved placement opportunities.
- New committees were formed for documentation, extension activities, infrastructure development, and research projects.
- Request letters were dispatched to the colleges required for the NAAC accreditation process.

IQAC Coordinator

Sr. Kaslin Juliet SAL

Principal

Dr. Fr. M.K. Joseph SJ

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

Principal
St. Xavier's College
Mahuadanr