



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

Date: 9<sup>th</sup> December 2019

## NOTICE

### IQAC MEETING

Date: 13<sup>th</sup> December 2019

Time: 10.30 a.m.

Venue: IQAC office

#### Agenda:

1. Revamping of Website and introduction of New web links as per IQAC guidelines
2. Discussion, Modification and finalization of AQAR 2018-19 placing before statutory Body
3. Mandatory uploading of IQAC details in College website
4. Status of Funds for Institution Development plan
5. Environmental audit
6. Gender audit
7. Green audit
8. Energy audit
9. Environmental awareness & sustainable activities
10. Parent-Teacher meeting to strengthen students' academic progression
11. Strengthening extension activities
12. Feedback form analysis and Department level Reporting

Coordinator  
Sr. Kaslin Juliet SAL

Chairperson  
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



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## MINUTES OF THE IQAC MEETING

Held on 13-12-2019

Time: 10.30 am

Venue: IQAC Office

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### 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

Mr. Hemant Minj - Student representative *Hemant minj*  
Ms. Kushbhu Kumari - Student representative *Kushbhu Kumari*  
Mr. Md. Tanweer Ahmad - Community representative *Tanweer Ahmed.*  
Sr. Kaslin Juliet - IQAC Coordinator & Head of Botany Department *Kaslin*

**Members absent:**

Ms. Aalia Nadhim - Alumni representative  
Mr. Nandlal Mehta - Industry representative

The meeting began with prayer.

The minutes of the last meeting held on 29<sup>th</sup> September 2019 were read and passed after a brief discussion.

**Agenda points taken for discussion:**

**1. Revamping of Website and Introduction of New Web Links as per IQAC Guidelines:**

The principal informed that the institute's new website has been revamped, and new web links have been introduced according to IQAC guidelines. These links are presented in the AQAR report as per the guidelines.

**2. Discussion, Modification, and Finalization of AQAR 2018-19 Placing Before Statutory Body:**

Sr. Kaslin, IQAC Coordinator, presented the AQAR for the academic year 2018-19 to the IQAC committee for detailed discussion. The modifications suggested by IQAC are incorporated, and the AQAR is finalized. It is decided that this AQAR will be placed before the statutory body for approval and will be submitted to NAAC, Bangalore immediately.

**3. Mandatory Uploading of IQAC Details on College Website:**

The responsibility for uploading IQAC details on the college website was entrusted to Mr. Ravindra Minj.

**4. Status of Funds for Institution Development Plan:**

Despite submitting the IDP report to RUSA every year, no reply has been received. It was decided to make contact and find out its auxiliary progression.

**5. Environmental Audit:**

The committee decided to conduct an environmental audit on the college campus. The preparation of the audit was entrusted to a committee with the following members:

- Asst. Prof. Keerti Minj
- Asst. Prof. John Vinod



- Asst. Prof. Ronit Marshal
- Asst. Prof. Maxentius Kujur

#### **6. Gender Audit:**

The meeting resolved to conduct a gender audit in the college. IQAC may seek help from the CMC for Gender Studies to conduct the same. The preparation of the audit was entrusted to a committee with the following members:

- Asst. Prof. Rashmi Suman Toppo
- Asst. Prof. Sanjay Bara
- Asst. Prof. Sr. Chandrodaya
- Asst. Prof. Avay Sukut Dungdung

#### **7. Green Audit:**

The committee decided to conduct a green audit on the college campus. The preparation of the audit was entrusted to a committee with the following members:

- Asst. Prof. Shalilni Bara
- Asst. Prof. Sr. Kaslin
- Asst. Prof. Ravi Roshan Minj
- Mr. Ravindra Minj

#### **8. Energy Audit:**

The meeting resolved to conduct an energy audit in the college. The preparation of the audit was entrusted to a committee with the following members:

- Asst. Prof. Neha Minj
- Asst. Prof. Anjna Ekka
- Asst. Prof. Mukul Toppo
- Asst. Prof. Aalia

#### **9. Environmental Awareness & Sustainable Activities:**

The committee suggested initiating the planting of trees in the nearby locality and celebrating World Earth Day and World Environment Day to make our environment cleaner and more sustainable for humanity.

#### **10. Parent-Teacher Meeting to Strengthen Students' Academic Progression:**

Regular conduct of Parent-Teacher meetings has to be done to improve the quality of education.

#### **11. Strengthening Extension Activities:**

The committee decided to encourage different extension units to take active participation and conduct awareness programs and outreach activities. The following committees were given charge over it:

- NSS
- YRC
- AICUF

- Eco-Club
- Gender Equity Committee

**12. Feedback Form Analysis and Department Level Reporting:**

The meeting resolved to collect the feedback forms and prepare an analysis report in the forthcoming meeting. It was entrusted to the Anti-Grievance committee.

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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Internal Quality Assurance Cell  
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Chairperson

*Principal*  
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## ACTION TAKEN REPORT OF THE MEETING

HELD ON 13<sup>th</sup> DECEMBER 2019

- The website underwent a makeover, incorporating new web links in alignment with IQAC guidelines.
- Ongoing processes include environmental audits, green audits, gender audits, and energy audits.
- Tree planting initiatives and the observance of environmental days were executed to foster awareness and promote sustainable activities.
- Active Parent-Teacher meetings are consistently taking place to elevate the quality of education.
- Various extension units were motivated to organize awareness programs and outreach activities.
- Analysis of feedback forms was conducted, leading to the preparation of reports aimed at deriving solutions based on the collected data.

IQAC Coordinator

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