



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: 19th September 2019

NOTICE

IQAC MEETING

Date: 23rd September 2019

Time: 11.00 a.m.

Venue: IQAC office

Agenda:

1. Review of Academic results and action plan for improvement. Use of ICT in Teaching-learning process
2. Information of permanent affiliation from NPU
3. Application to get status of 2 (f) and 12 (B) of UGC Act 1956 to get financial assistance under various UGC schemes
4. Students support in career services
5. Extension activities of Academic Departments
6. Orientation programme for Faculty members on the new accreditation framework of NAAC
7. Administrative and Academic audit by External Agency.
8. Preparation of Action Plan for 2020-21
9. Uploading of AQAR2018-19
10. Remedial Measures through Mentorship
11. Computer training facility
12. Renewal of feedback forms and bilingual formats
13. Review and action plan of Quality Measures, quality sustenance improvement by each department

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 23-09-2019

Time: 11.00 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 Alpa 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 *Soaib Akhter*
Ms. Aalia Nadhim - Alumni representative *Aaliya Nadim*
Mr. Hemant Minj - Student representative *Hemant minj*
Ms. Kushbhu Kumari - Student representative *kushbhu kumari*
Mr. Md. Tanweer Ahmad - Community representative *Tanweer Ahmad.*
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 13th July 2019 were read and passed after a brief discussion.

Agenda points taken for discussion:

1. Review of Academic Results and Action Plan for Improvement. Use of ICT in Teaching-Learning Process:

- Results for 2018-19 showed improvement compared to the previous year.
- The efforts made by the staff were discussed in detail.
- A policy will be prepared to enhance the use of ICT tools in teaching pedagogy.

2. Information on Permanent Affiliation from NPU:

Dr. Fr. M.K. Jose, the Principal, updated the committee on the status of permanent affiliation of SXCM from NPU.

3. Application to Obtain Status of 2(f) and 12(B) of UGC Act 1956 for Financial Assistance under Various UGC Schemes:

Principal Dr. Fr. M.K. Jose provided information on the process to obtain the status of 2(f) and 12(B) of the UGC Act 1956 to secure financial assistance under various UGC schemes. He also briefed about the steps taken for file submission to NPU.

4. Student Support in Career Services:

The Career Counseling Cell is tasked with organizing training programs to prepare final year students for interview programs. Additionally, aptitude tests will be conducted for all final year students.

5. Extension Activities of Academic Departments:

It is resolved to request every department to submit proposals to the academic committee at the earliest regarding possible extension or community programs that can commence from the next academic year.

6. Orientation Programme for Faculty Members on the New Accreditation Framework of NAAC:

The meeting proposed to conduct an orientation program in September 2019 for all faculty members of the college on the new accreditation framework of NAAC, with the assistance of experts.

7. Academic Audit:

The committee proposed to conduct an academic audit of the college in a feasible manner. Assistance may be sought from St. Xavier's College, Ranchi, as they have a pool of trained personnel to conduct the academic audit. A committee is formed with the following members to conduct the academic audit:

- Dr. Sanjay Bara
- Asst. Prof. Rose Alice Barla
- Dr. Anil Kumar Tete
- Asst. Prof. Sr. Kaslin Juliet
- Asst. Prof. Zafer Aqubal
- Asst. Prof. Ravi Roshan Minj

8. Preparation of Action Plan for 2020-21:

The committee decided to prepare an action plan for the year 2020-21 to equip the college for the next NAAC accreditation. The preparation of the plan was entrusted to a committee with the following members:

- Asst. Prof. Binoy Anthony Minz
- Asst. Prof. Md. Zafar Aqubal
- Asst. Prof. Ravi Roshan Minj
- Asst. Prof. Sr. Kaslin Juliet
- Asst. Prof. Dr. Anil Kumar Tete
- Asst. Prof. Shalini Bara
- Asst. Prof. Dr. Deepak Kumar Pandit
- Asst. Prof. Sonam Gupta

9. Uploading of AQAR2018-19

It was decided to constitute a committee for the preparation of AQAR with the following members:

- Asst. Prof. Sr. Kaslin Juliet
- Asst. Prof. George Samuel Kisku
- Asst. Prof. Mukul Toppo
- Asst. Prof. Emasusan Minj
- Mrs. Saroj Minj

10. Remedial Measures through Mentorship:

The meeting resolved to identify weaker students and assign them to suitable mentors for guidance and assistance.

11. Computer training facility:

The committee decided to provide basic computer training to the students. The individuals in charge of this initiative are as follows:

Mr. Ravindra Minj
Mr. Binod Xalxo
Mrs. Dipika Kujur

12. Renewal of feedback forms and bilingual formats:

It was decided to assign the renewal of feedback forms in bilingual formats to the committee with the following members:

- Assist. Prof. Md. Zafar Aqubal (Coordinator)
- Assist. Prof. Binoy Anthony Minz
- Assist. Prof. Binay Kumar Yadav
- Assist. Prof. Deepika Kujur
- Assist. Prof. Archana Ekka
- Assist. Prof. Avay Sukut Dungdung
- Assist. Prof. Anjna Ekka

13. Review and action plan of Quality Measures, quality sustenance improvement by each department:

- Exposure to be Given to Students through Internships on Live Projects
- Establishing Collaborations with Other Colleges for Student Exposure

The meeting concluded at 12.30 pm with the Chairperson thanking the members for their valuable time, suggestions, and commendations.

IQAC Coordinator

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ACTION TAKEN REPORT OF THE MEETING

HELD ON 23rd SEPTEMBER 2019

- A policy was developed to enrich the utilization of ICT tools in teaching methodologies.
- Initiatives were undertaken to secure permanent affiliation from NPU, with file submissions and subsequent processes initiated.
- Steps were initiated for the submission of files to NPU to secure the status of 2(f) and 12(B) of the UGC Act 1956.
- The Career Counseling Cell organized training programs, including interview preparation and aptitude tests, for final-year students.
- All departments submitted proposals for potential extension/community programs to the IQAC.
- Plans are underway to conduct an orientation program for all faculty members regarding the new accreditation framework of NAAC.
- Data collection for the Academic Audit 2019-20 commenced.
- An action plan for the year 2020-21 was devised with the participation of various committees and departments in preparation for the upcoming NAAC accreditation.
- Department heads identified weaker students and provided timely guidance and assistance.
- Basic computer training was delivered to students by Mr. Ravindra Minj, Mr. Binod Xalxo, & Mrs. Dipika Kujur.
- Feedback forms were updated with bilingual formats.
- Students were assigned live projects through internships.

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