



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: 23rd March 2020

NOTICE

IQAC MEETING

Date: 25th March 2020

Time: 11.00 a.m.

Venue: Zoom Meet

Agenda:

1. Advertisement for the College
2. Introduction of online feedback system –Possibilities
3. Current Status and perspective plan for the development
4. Information of permanent affiliation
5. Automation of the Library
6. Covid-19 outreach program
7. Formation of committee for submission of AQAR 2018-19
8. Online teaching
9. E-Contents and videos

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 25-03-2020

Time: 10.30 a.m.

Venue: Zoom Meet

Agenda:

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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

Ms. Aalia Nadhim - Alumni representative

Mr. Hemant Minj - Student representative

Ms. Kushbhu Kumari - Student representative

Sr. Kaslin Juliet - IQAC Coordinator & Head of Botany Department



Members absent:

Mr. Nandlal Mehta - Industry representative

Mr. Md. Tanweer Ahmad - Community representative

The meeting began with prayer.

The minutes of the last meeting held on 13th December 2019 were read and passed after a brief discussion.

Agenda points taken for discussion:

1. Advertisement for the College:

The committee decided to advertise the UG programs offered by St. Xavier's College to increase student enrollment in the UG program.

2. Introduction of Online Feedback System – Possibilities:

The meeting decided to assign the development of an online feedback system to the Anti-Grievance committee to explore possibilities.

3. Current Status and Perspective Plan for Development:

Due to lockdown, classes were halted, and syllabi remained incomplete. All teaching staff were instructed to complete syllabus and assessments through ICT tools such as Google Classroom, and classes were to be conducted using Google Meet and Zoom video apps.

4. Information on Permanent Affiliation:

Dr. Fr. M. K. Jose, the Principal, explained that files for permanent affiliation were submitted to NPU. However, due to changes in the Vice-Chancellor and registrar positions, the files are pending, and resubmission is necessary.

5. Automation of the Library:

The College Librarian has completed and submitted the collected data for library automation. External support for installing the software will be arranged soon.

6. COVID-19 Outreach Program:

The committee decided to identify the urgent needs of people in Mahuadanr during the Covid-19 situation and provide necessary assistance. A task force was constituted with the following members:

- Fr. John Tirkey
- Sr. Kaslin Juliet

- Sr. Mariana Marki
- Mr. Maxentius Kujur
- Miss Romio Kujur
- Miss Prema Xalxo

7. Formation of Committee for Submission of AQAR 2018-19:

A committee was formed to upload AQAR 2018-19 on the NAAC portal as it opened from March 1st to May 31st, 2020. The members were as follows:

- Sr. Kaslin Juliet, IQAC Coordinator
- Asst. Prof. George Samuel Kisku
- Asst. Prof. Mukul Toppo
- Asst. Prof. Ema Sushan Minj
- Mr. Ravindra Minj
- Mrs. Saroj Minj

8. Online Teaching:

The decision was made to continue online teaching through various apps, considering the absence of offline tests. The syllabus for the next semester would also be covered through online platforms.

9. E-Contents and Videos:

The decision was made to collect all soft copy materials of teaching notes, print them in the college office for future student reference. The principal mentioned that, as per NPU requirements, all links of online teaching materials were sent to the University Whatsapp group, receiving positive feedback from the Vice-Chancellor of the University.

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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Chairperson

Principal
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ACTION TAKEN REPORT OF THE MEETING

HELD ON 25th MARCH 2020

- Initiatives to boost student enrollment were launched through advertisements for St. Xavier's UG programs.
- The development of an online feedback system was successfully implemented.
- Utilizing ICT tools such as Google Classroom and Zoom video applications, pending and new syllabi were completed.
- To address urgent needs during COVID-19, essential materials were distributed to residents of Mahuadanr.
- Teaching notes in soft copy format were gathered and subsequently printed.

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Sr. Kaslin Juliet SAL

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