



# 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

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Date: 11<sup>th</sup> July 2020

## NOTICE

### IQAC MEETING

Date: 16<sup>th</sup> July 2020

Time: 10.30 a.m.

Venue: Zoom Meet

#### Agenda:

1. COVID - 19 helpline
2. Inclusion of maximum students in various in-house bodies
3. Linkup during COVID-19
4. Faculty Empowerment
5. Webinars
6. e- governance
7. Administrative and Academic audit by External Agency
8. Observance of important days

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

Pr.  
St.Xavier's College  
Mahuadanr



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## MINUTES OF THE IQAC MEETING

Held on 16-07-2020

Time: 10.30 a.m.

Venue: Zoom Meet

### Agenda:

1. COVID - 19 helpline
2. Inclusion of maximum students in various in-house bodies
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### Members Present

Dr. Fr. M.K. Jose SJ- Chairperson

Dr. Pyari Kujur - Head of Kurukh Department

Mr. Md Zafer Aqubal - Faculty, Department of Physics

Mr. Binay Kumar Yadav - Head of Chemistry Department

Ms. Shalini Bara - Faculty, Department of Botany

Ms. Anjna Ekka - Faculty, Department of Mathematics

Mr. Soaib Akhter - Alumni representative

Ms. Aquina Toppo - Alumni representative

Mr. Ankit Toppo - Student representative

Ms. Pragati Kujur - 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 25<sup>th</sup> March 2020 were read and passed after a brief discussion.

### **Agenda points taken for discussion**

**1. COVID-19 Helpline:**

Establishing a COVID Helpline to provide food, medicine, and emotional counseling to students and stakeholders belonging to deprived sections of society is planned to reach out to those in need. Additionally, mental health awareness programs will be conducted for parents and students.

**2. Inclusion of Maximum Students in Various In-House Bodies:**

Recognizing student members as a crucial resource, the decision was made to include 15 additional committees/cells in addition to the existing ones.

**3. Linkup During COVID-19:**

To maintain connectivity with students and parents during the lockdown, curricular, co-curricular, and extra-curricular support will be provided through webinars on academic subjects and topics of general interest.

**4. Faculty Empowerment:**

Several programs were proposed to empower faculty during the lockdown, including emphasis on participation in international, national, and state-level conferences, a one-week Faculty Development Program on Behavioral Remodeling and the Use of ICT Tools for Classroom Delivery, sending important notifications through various communication channels, and conducting a webinar on personal finance management for non-teaching associates.

**5. Webinars:**

Various departments, under the guidance of IQAC, will undertake Faculty Development Programs, Technical Webinars, Seminars, etc.

**6. E-Governance:**

To address grievances of students affected by COVID-19, IQAC will initiate the shift from manual to online admission mode through the Chancellor portal.

**7. Administrative and Academic Audit by External Agency:**

An administrative and academic audit will be conducted by an external agency to assess the progress and quality of academic activities and stakeholders.

**8. Observance of Important Days:**

Online activities will be conducted for students on important days such as Independence Day, Teachers' Day, Unity Day, Constitution Day, etc., along with online teaching.

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 16<sup>th</sup> JULY 2020

- The establishment of a COVID Helpline and the provision of food and medicine to underprivileged members of society were implemented. Emotional counseling and Mental Health Awareness programs for parents and students were also put into action.
- The formation of new committees involved including student members in 15 additional committees/cells, alongside the existing ones.
- Initiatives were taken to stay connected with students, providing curricular, co-and extra-curricular support through webinars on subjects and topics of general interest.
- A one-week Faculty Development Program for faculty members was conducted according to the plan.
- The commencement of sending important notifications to all stakeholders through WhatsApp groups, email, and SMS was initiated.
- A webinar on the strategy for managing personal finance for non-teaching associates was organized.
- The transition of the admission process from manual to online mode via the Chancellor portal for enhanced e-governance was set in motion.
- The initiation of processing administrative and academic audits by an external agency to assess progress and the quality of academic activities was undertaken.
- Various departments began conducting online activities on important days such as Independence Day, Teachers' Day, Unity Day, Constitution Day, etc.

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